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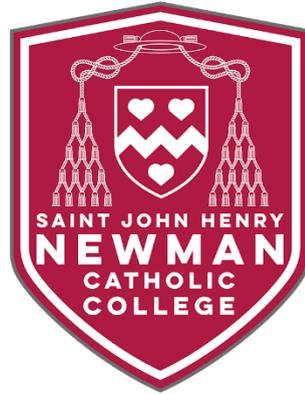
Last review date: 1<sup>st</sup> September 2022

Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

A handwritten signature in black ink that reads 'K. Phillips'.

# HEALTH & SAFETY POLICY



Saint John Henry  
**Newman Catholic College**

**LOVE** ONE ANOTHER

**FAITH** IN OUR COMMUNITY

**COURAGE** TO DO THE RIGHT THING

**VOCATION** TO MAKE A POSITIVE CONTRIBUTION

**SERVICE** TO LOVE YOUR NEIGHBOUR AS YOURSELF

**DIGNITY** TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

**EXCELLENCE**

“We strive to have the courage to celebrate  
and live our Christian Faith,  
in love and service to all others,  
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

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## Section 1 - Health and Safety Policy Statement

### **Health and Safety at Work Act 1974**

#### **This is the Health and Safety Policy Statement of Saint John Henry Newman Catholic College**

#### **Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To ensure that Engie the PFI contractor provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, powered cleaning equipment and portable electrical appliances; kitchen equipment and appliances are the responsibility of the college
- To ensure safe handling, use, storage, and transport of articles and substances
- To provide adequate information, instruction, and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others
- To ensure all employees are competent to do their tasks
- To prevent accidents and cases of work-related ill health
- To make arrangements within the college for the reporting of all accident/violent incidents to the Health and Safety service, and to identify the root cause
- To make positive arrangements for fire evacuation, first aid and other emergency situations
- To provide and maintain a safe and healthy college site with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence
- To ensure that Engie, the PFI contractor provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, lightning protection, cleanliness and food hygiene and adequate protection against occupational disease and infestation• To provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings
  - To maintain safe and healthy working conditions and to review and revise this policy as necessary at regular intervals.

## Section 2 – Responsibilities

Overall and ultimate responsibility for health and safety in college is that of the employer, the Governing Body.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

**Responsibility for health and safety within the Council are outlined within the Council Health and Safety Policy. Day-to-day responsibility for ensuring this policy is put into practice is delegated to College Governing Bodies and Headteachers**

**The Assistant Executive Director of Children, Young People and Families (PCS) with the assistance of college Governors:**

- Shall ensure so far as is reasonably practicable the health and safety of teachers and other support staff
- Shall ensure so far as is reasonably practicable the health and safety of pupils in-college and on off-site visits
- Shall ensure so far as is reasonably practicable the health and safety of visitors to college, and volunteers involved in any college activity
- Shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the college

## Headteacher

The Headteacher is responsible for the day-to-day management of the college and shall so far as is reasonably practicable:

- Ensure the Health and Safety Policy is implemented and adhered to at all times
- Ensure all members of staff know, understand and accept their health and safety duties and responsibilities
- Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices
- Ensure the Governing Body is advised of health and safety implications when undertaking the management of the college budget
- Ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within college and on college trips as appropriate
- Ensure all machinery, appliances and equipment purchased by or used within college, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate
- Ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching
- Ensure only approved chemicals and substances are used at college and ensure that the appropriate safety information and risk assessment is available to the user
- Ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary
- Ensure adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked
- Ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety service as soon as possible and also reported to the Governing Body in the headteachers report. In the event of a major injury, the Chairman of the Governing Body shall be informed
- Ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the Governing Body as appropriate
- Ensure fire procedures are planned and rehearsed at least once per term
- Ensure that Engie, the PFI contractor ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order
- Ensure adequate welfare facilities are provided and maintained for staff and pupils
- Ensure periodic safety inspections of the college are carried out
- Ensure that there is consultation with the staff Safety Representative on matters of health and safety
- Ensure that Engie contractors working in the college, report to reception before work commences in order to ascertain work details and agree safety procedures; there cannot be any work on site during the college day unless agreed with the Director of Support services in advance
- Ensure in his/her absence, health and safety duties are delegated as appropriate
- Ensure there is an annual appraisal of the college's health and safety performance
- Ensure risk assessments are undertaken and reviewed as appropriate
- Review and up-date the policy as appropriate.

## Teaching and Support Staff

All Teaching and Support Staff shall, where appropriate and so far, as is reasonable practicable:

- Ensure the Council and College policies are implemented at all times
- Be responsible for the health and safety of the pupils they supervise
- Ensure equipment used at college is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of
- In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely
- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation
- Ensure all classroom-based activities are carried out in a safe and healthy manner
- Ensure playground activities are supervised as appropriate and any violent behaviour is stopped
- Ensure pupils are adequately supervised at lunchtimes
- Ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies
- Ensure that whilst transporting pupils by car, appropriate restraints are worn, and the Council guidelines are followed
- Ensure that when undertaking college trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council guidance
- Ensure that pupils do not bring into college any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher
- Ensure Engie, PFI Contractor, take appropriate action to make safe any dangerous condition caused by wet or icy weather
- Ensure any agreed security provisions are carried out
- Co-operate with the Headteacher on all aspects of health and safety
- Co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

## Pupils

All pupils must:

- Co-operate with teachers and college staff on health and safety matters
- Not interfere with anything provided to safeguard their own health and safety
- Take reasonable care of their own health and safety and report all health and safety concerns to a teacher

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

## Arrangements

- 2.1 Health and Safety Risks arising from our work activity
- 2.2 Consultation with employees
- 2.3 Safe Plant and Equipment
- 2.4 Safe Handling and use of Equipment
- 2.5 Information, Instruction and Supervision
- 2.6 Competency for Tasks and Training
- 2.7 Accidents, First Aid and Work-Related Ill Health
- 2.8 Monitoring
- 2.9 Emergency Procedures – Fire and Evacuation
- 2.10 Visitors
- 2.11 Contractors and Safety
- 2.12 Educational Visits / Extra Curricular Activities
- 2.13 Movement of Vehicles
- 2.14 College Security
- 2.15 Occupational Health Service and Stress
- 2.16 Asbestos & Legionella
- 2.17 External Groups / Activities
- 2.18 Violence, Behaviour, Bullying and Harassment

## Section 2 – Arrangements

### 2.1 Health and Safety Risks Arising From Our Work Activity

**Risk assessments will be undertaken by:**

- Director of Support Services Saint John Henry Newman
- Engie for maintenance of plant and equipment

**The findings of the risk assessments will be reported to:**

- Headteacher Saint John Henry Newman
- Engie Helpdesk

**Action required to remove / control risks will be approved by:**

- Director of Support Services Saint John Henry Newman
- Engie Helpdesk

**Who will be responsible for ensuring the action required is implemented?**

- Director of Support Services Saint John Henry Newman
- Engie Helpdesk

**Who will check that the implemented actions have removed / reduced the risks?**

- Director of Support Services Saint John Henry Newman
- Engie Helpdesk

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## 2.2 Consultation with Employees

Employee representative(s) are:-

- Appointed union representatives
- Staff Wellbeing group

Consultation with employee is provided by:-

- Union organised meetings
- Staff briefing
- Weekly bulletin

## 2.3 Safe Plant and Equipment

**Who will be responsible for identifying all equipment / plant needing maintenance?**

- Engie for PFI equipment purchased
- Director of Support Services for equipment purchased by the college

**Who will be responsible for ensuring effective maintenance procedures are drawn up?**

- Engie Helpdesk for PFI equipment purchased
- Director of Support Services for equipment purchased by the college

**Who will be responsible for ensuring that all identified maintenance is carried out?**

- Engie Helpdesk for PFI equipment purchased
- Director of Support Services for equipment purchased by the college

**Any problems found with plant / equipment should be reported to:-**

- Engie Helpdesk for PFI equipment purchased
- Director of Support Services for equipment purchased by the college

**Who will check that new plant and equipment meets health and safety standards before it is purchased?**

- Engie Helpdesk for PFI equipment purchased
- Director of Support Services for equipment purchased by the college

No unauthorised electrical equipment is to be used on college premises and where appropriate, residual current devices should be used with all electrical equipment.

## 2.4 Safe Handling and Use of Substances

**Who will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments?**

- Engie for cleaning chemicals
- Subject Leaders for curriculum chemicals
- Director of Support Services for chemicals purchased by the College

**Who will be responsible for undertaking COSHH assessments?**

- Engie for cleaning chemicals
- Subject Leaders for curriculum chemicals
- Director of Support Services for chemicals purchased by the College

**Who will be responsible for ensuring that all actions identified in the assessments are implemented?**

- Engie for cleaning chemicals
- Subject Leaders for curriculum chemicals
- Director of Support Services for chemicals purchased by the College

Use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by CLEAPS Colleges Science Service.

**Who will be responsible for ensuring that all relevant employees are informed about the COSHH assessments?**

- Engie for cleaning chemicals
- Subject Leaders for curriculum chemicals
- Director of Support Services for chemicals purchased by the College

**Who will check that new substances can be used safely before they are purchased?**

- Engie for cleaning chemicals
- SLT for curriculum chemicals
- Director of Support Services for chemicals purchased by the College Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

## 2.5 Information, Instruction and Supervision

**The Health and Safety Law poster is displayed at:**

- Reception
- Administration
- Central Forum
- Dining room

**Health and safety advice is available from:**

**The Health & Safety Team  
Chadderton Town Hall  
Middleton Road Chadderton  
OL9 6PP**

**Tel: 0161 770 3165  
healthandsafetyteam@oldham.gov.uk**

**Supervision of young workers / trainees will be arranged / undertaken / monitored by:**

- Director of Support Services
- Subject Leaders for curriculum

## 2.6 Competency for Tasks and Training

**Induction training will be provided for all employees by:**

- Support staff – Senior HR Administrator
- Teaching staff – Deputy/Assistant Headteacher responsible for Teaching and Learning Team

**Job specific training will be provided by:**

- Engie for equipment obtained through PFI
- Director of Support Services for equipment purchased by the College
- Subject Leaders responsible for undertaking COSHH assessments.

## 2.7 Accident, First Aid and Work-Related Ill Health

Details of first aiders are in all PPA rooms, reception, and administration – see first aid, accident, and medication policy.

The first aid boxes are kept in PPA rooms, reception, and the medical room

A list of the names of pupils who have specific medical requirements e.g., asthmatics, epileptics, will be identified within the Sims system and a report produced as required.

Children, who are asthmatic, are required to keep a spare inhaler at the college. This should be kept in a safe area known to the individual pupil and staff members. Each inhaler will be labelled with the child's name. Spares are also located in each hub area.

The college must have written parental consent before any form of medication can be administered.

Medication may only be administered if it is in an emergency, it is critical to life and the Head has prior knowledge about the child's medical condition. Any medication of this nature will be kept in a secure location and all relevant staff have been informed and advised how to access.

Staff administering medication in an emergency must be fully trained to do so.

All accidents and cases of work-related ill health are to be recorded on an accident report form (v 1,07), which is located at reception.

Completed report forms will be sent to Health and Safety Service within three working days.

Violent incidents will be recorded on the Authority's violence at work forms, which are located at reception.

Completed report forms will be sent to Health and Safety Service.

## 2.8 Monitoring

Monitoring of the premises is the responsibility of Engie but staff who identify a health and safety issue will inform the Facilities Manager who will report it to the Engie helpdesk as an urgent issue.

## 2.9 Emergency Procedures – Fire and Evacuation

Engie are the Responsible Person for the building

The Director of Support Services is responsible for ensuring the fire risk assessment is undertaken and implemented.

The Director of Support Services is responsible for ensuring a Fire Action Plan has been completed.

The Director of Support Services is responsible for ensuring a fire evacuation procedure is in place

Escape routes and exits are checked by Engie

Fire extinguishers are maintained and checked by Engie

Alarms are tested by Engie

Emergency evacuation / fire drills will be carried out at a frequency of once per term.

Records of fire drills will be kept by the Facilities Manager

## 2.10 Visitors

Any person visiting the premises is requested to make an appointment prior to the visit.

On entering the premises, visitors must go to the reception / main office and sign-in using the electronic system procured by the College.

All visitors will be issued with a visitor's badge with a coloured lanyard, blue if we have a current DBS on record, red if they do not have a DBS and need to be escorted, yellow for supply staff which is to be worn for the duration of the visit.

On departure, visitors must sign-out using the electronic system in Reception.

## 2.11 Contractors and Safety

All contractors are required to sign in and wear a visitor's badge and are managed on site by Engie. They should not be on site during the college day without prior permission from the College.

## 2.12 Educational Visits / Extra Curricular Activities

The Headteacher is responsible for ensuring that the policy is followed. This policy adopts the Council guidance set out on the Health and Safety website under Educational Visits (Oldham Regulations and Guidelines for Educational Visits - ORGEV).

The Educational Visits Co-Ordinator for the college is the Director of Support Services.

All educational visits must be authorised by the Headteacher in advance.

**All Category C visits must receive LA Approval.**

The Headteacher or Trip Leader will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.

Advice relating to educational visits can be obtained from:

Rod Steele  
Educational Visits Adviser Castleshaw Centre  
Waterworks Road  
Delph  
Oldham  
OL3 5LZ

Tel: 0161-770-8595  
[rod.steele@oldham.gov.uk](mailto:rod.steele@oldham.gov.uk)

Refer to the Health and Safety intranet site for detailed procedures and guidelines.  
Parental consent is to be sought and given in writing, where parental helpers are used.  
Non-employed helpers are to be vetted and approved as per the Safer Recruitment Policy

The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

### 2.13 Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park. Vehicular access will not be permitted when children are entering or leaving college.

### 2.14 College Security

Refer also to arrangements for 'Visitors' .

Security of the college is maintained by:-

Area	Yes	No
Perimeter fencing	Yes	
External Doors being locked during college hours	Yes	
CCTV	Yes	
Signposting	Yes	
Security lighting	Yes	

## 2.15 Occupational Health Services and Stress

Occupational health services are provided by Health Assured who are based in Manchester.

When a member of staff receives a welfare visit from a HR advisor due to an absence, they may be referred to Health Assured for an occupational health report.

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy.

If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

## 2.16 Asbestos & Legionella

Asbestos and legionella surveys are managed by Engie. NB there is no asbestos in the building.

## 2.17 External Groups / Activities

Particulars of the health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc.) will be communicated to external group representatives.

All extracurricular groups using college premises must abide by college health and safety rules.

Groups that use college premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

## 2.18 Violence, Behaviour, Bullying and Harassment

Efforts will be made to train all staff in how to handle violent and aggressive situations.

If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g., onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e., 'doubling-up', should be considered.

The college will address bad behaviour, bullying and harassment involving pupils as outlined in the college Behaviour Policy.

<b><u>Signed by Head of Centre:</u></b>		<b><u>Date:</u></b> 17.09.22
<b><u>Signed by Examinations Officer:</u></b>	T. Burison	<b><u>Date:</u></b> 17.09.22

*Renewal Date: September 2023*



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