

# ST BERNARD'S HIGH SCHOOL



## HEALTH AND SAFETY POLICY

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**Approved by Premises Committee:**

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Chair of Governors

# HEALTH AND SAFETY POLICY

## OUR MISSION STATEMENT

St Bernard's is a school community that aims to live by Jesus' commandment, "Love one another as I have loved you."

We are a Catholic learning community committed to the ongoing development of the entire potential of every person, achieved through a broad, balanced and relevant curriculum.

We care for each other as individuals of equal worth, regardless of status, sex, race or religion and thus actively seek to promote safeguarding, justice and fairness.

We provide an atmosphere in which all can grow in our Faith, and encourage this faith by a lively relevant liturgy.

We work with parents, parishes, local communities and industry to prepare our students for the opportunities of adulthood.

## 1. HEALTH AND SAFETY POLICY STATEMENT

The Governing Body regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend and visit St Bernard's High School. They will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its students, staff and visitors.

The Governing Body will ensure, so far as is reasonably practicable, that the health and safety of students, staff and visitors who may be affected by its work activities is not endangered. This is approached by:-

- Assessing and controlling risks as part of the day to day management of school activity;
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that staff are able to perform their tasks safely and efficiently;
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities;
- Periodic review of the safety policy as school activities and the associated risks change.

Although the Head Teacher has ultimate responsibility for implementing the policy all staff have an important part to play in its successful implementation. All management and supervisory staff are responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety, so far as is reasonably practical, by:-

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under supervision and others who may be affected by their actions;
- Reporting any incident which has led, or could have led to damage or injury;
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

The responsibility for implementing this policy lies directly and personally with line management from the Head Teacher through to every employee. The overall duties of staff are outlined in this document, but the detailed arrangements for carrying out the policy are included in separate Codes of Practice.

This policy is required under the Health and Safety at Work Act. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Governing Body or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

## **2. HEALTH AND SAFETY ORGANISATION**

### **2.1 Objectives**

The objectives of St Bernard's High School are to:-

- Ensure that all activities are being carried out safely, without risk to health, so far as is reasonably practicable;
- Ensure there are Codes of Practice covering work activities; these are checked by the School Business Manager and Premises team.
- Ensure all staff are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities;
- Ensure that all new employees are aware of the Governors' Health and Safety Policy and the appropriate health and safety procedures; this is usually achieved through the induction programme for new staff.
- Ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements; this is usually managed by the school's premises staff.
- Ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives; this is achieved through the regular meetings of the school Health & Safety Committee.
- Promote awareness of health and safety issues;
- Provide specialist professional support to managers on all health and safety matters;
- Have and make readily available detailed health and safety information, which may be required about, or resulting from, legislation, approved Codes of Practice or British Standards;
- Have and make readily available detailed health and safety information, which may be required about substances, materials, articles, processes, plant and equipment employed by the Governing Body;
- Ensure suitable and sufficient assessments are carried out of the risks to health and safety of employees, students and others;
- Keep the policy under review and revise it as required;
- Monitor the implementation of the Health and Safety Policy.

### **2.2 Responsibilities**

The responsibilities of individuals within the school are as follows:-

#### **Head Teacher**

The Head Teacher is accountable to the Governing Body for the implementation of the Health and Safety Policy. The Head Teacher will also discharge the Governing Body's overall duty as employer; this discharge being through line managers.

The Head Teacher will be responsible, in particular, for ensuring that:-

- The Health and Safety Policy Statement is brought to the attention of all staff; a link to this policy will be sent to all staff once it has been approved by Governors.
- Other health and safety information is communicated to relevant staff;
- Adequate first aid procedures exist, including sufficient First Aiders and Appointed Persons, and that all staff are aware of the arrangements, including times when staff are present outside normal hours;
- Accidents are reported using the established procedures as defined in the staff handbook; the Head Teacher checks the accident logs regularly.
- Safety representatives (where appointed) can carry out their functions, including inspections and accident investigation; and, where appropriate, that consultation takes place with safety representatives;

- Safety representatives (where appointed) and other staff can notify the Premises Department of health and safety concerns emailing the premises team;
- Training needs are identified and appropriate arrangements are made for training;
- Assessments are undertaken of risks to health and safety, as required by the Management of Health and Safety at Work Regulations and other legislation, and that the significant findings are recorded. Risk assessment template forms are held in Health & Safety/Risk Assessment (including risk assessments per room) should be stored in the same location when completed on the VLE;
- New employees receive appropriate health and safety information, including details of the Health and Safety Policy, Codes of Practice, fire drill and other safety procedures, through the induction programme;
- The overall procedures for safety are monitored by the Health & Safety Committee;
- Fire drills are carried out and a fire register is maintained by the Premises Department; this is checked regularly by the School Business Manager and the Head Teacher, and reported to Governors.
- Arrangements are in place for liaising with contractors to ensure appropriate co-operation and co-ordination between the school and the contractor as required by the management of Health and Safety at Work Regulations;
- All reasonable steps are taken to inform contractors of risks to their employees arising out of or, in connection with, the operation of the school;
- Contractors are aware of any special risks to children which might arise out of their work;
- Health and safety matters which cannot be resolved appropriately are raised with the Governing Body.

### **Senior Member of Staff**

This post is responsible for:-

- Carrying out the Head Teacher's duties in their absence, as nominated;
- The Staff Development Programme including, in consultation with Heads of Department and the Facilities Manager, ensuring health and safety training of staff is prioritised appropriately.

### **Head Teacher**

The Head Teacher will monitor the implementation of the Health and Safety Policy.

### **Facilities Manager**

The Facilities Manager will act as the school Health and Safety Co-ordinator, with specific duties including:-

- Establishing arrangements for dealing with health and safety matters such as dissemination of health and safety information to all staff;
- Ensuring health and safety matters raised by staff are dealt with;
- Co-ordinating all aspects of Health and Safety Policy and practice;
- Ensuring premises defects (which affect Health and Safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Head Teacher;
- Overseeing arrangements for lettings;
- Supervising the Premises team via the senior caretaker;
- Liaising with contractors (grounds maintenance and building work).

### **The Office Manager**

The Office Manager is responsible for ensuring an accident is investigated and reported using the school's accident reporting procedure and that 'reportable' accidents are reported to the HSE using the appropriate RIDDOR arrangements. He/she will oversee procedures relating to emergency evacuation procedures.

### **Heads of Department**

Heads of Department are responsible, so far as is reasonably practical, for implementing the Health and Safety policy within their Department, ensuring:-

- Those activities under their control are carried out, so far as is reasonably practical, safely and without risk to health;
- The implementation of the Health and Safety policy is properly monitored in their area of responsibility, including carrying out inspections of the workplace and equipment;
- Individual employees are aware of their responsibilities for health and safety and that relevant health and safety information is communicated to staff;
- Suitable arrangements are made for consultation with employee's safety representatives;
- Employees under their control are adequately trained, informed, instructed and supervised;
- Codes of Practice appropriate to the Department are brought to the attention of all staff in the Department;
- Codes of Practice are complied with and appropriate safety signs or notices are displayed;
- First aid procedures are complied with;
- All accidents occurring in the Department are reported and an accident report form is completed;
- Reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- Training needs of staff within the Department are identified;
- Staff are aware of fire procedures;
- New employees receive all appropriate health and safety information/training, including Departmental safety procedures;
- Assessments are undertaken of all risks to health and safety, as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded.

### **Class Teachers**

The safety of the students in classrooms, laboratories and workshops is the responsibility of the Class Teacher, including student teachers who must be made aware of their responsibilities by a professional tutor. A Class Teacher is expected to:-

- Know the emergency procedures in respect of fire and first aid, and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary;
- Ensure that students' coats, bags, cases etc. are safely stowed away;
- Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- Follow safe working procedures;
- Call for protective clothing, guards, special safe working procedures etc. when necessary;

- Make recommendations on safety matters to the Head of Department;
- Be familiar with Codes of Practice appropriate to the work area;
- Be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventive measures). If there is no risk assessment for activities where there is a risk to anyone's health and safety, the teacher must raise the matter with the appropriate Head of Department (N.B. In many cases the risk assessment will be implicit in the Codes of Practice).

### **Senior Caretaker**

The Senior Caretaker is responsible for the premises and ensuring appropriate standards of health and safety are maintained; specific responsibilities include:-

- Liaising with the cleaning contractor and monitoring health and safety standards in their area of activity;
- Ensuring arrangements are in place with regard to fire precautions (in consultation with the School Business Manager);
- Ensuring premises defects and other health and safety matters are dealt with, and if that is not possible, for ensuring they are raised with the School Business Manager;
- Liaising with contractors (in consultation with the School Business Manager) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractor as required by the Management of Health and Safety at Work Regulations;
- Ensuring all reasonable steps are taken to inform contractors of the risks to their employees' health and safety arising out of, or in any connection with, the operation of the school;
- Ensuring contractors are aware of any special risks to children, which might arise out of their work;
- Letting of school premises to outside organisations (in consultation with the Facilities Manager).

### **Midday Staff**

The senior manager on duty is responsible for supervising Midday Assistants and ensuring the Health and Safety policy is implemented in their area of control.

Midday Assistants are responsible for the health and safety of students during the midday period. They must exercise effective supervision of students and know the procedures in respect of fire and first aid.

### **All Line Managers and Supervisors**

All Managers and Supervisors are responsible for ensuring the Health and Safety policy and arrangements that have been made are implemented in their areas of activity. As a general rule, a Managers' direct responsibility for health and safety is determined by the extent to which they have authority to take executive decisions about their work; they are responsible for the health and safety implications of those decisions.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers' and Supervisors' responsibilities include:-

- Monitoring the implementation of the Health and Safety policy in their area of responsibility, carrying out inspections of workplaces and equipment, and ensuring accidents are investigated;
- Ensuring individual employees are aware of their responsibilities for health and safety;
- Making suitable arrangements for consultation with employee health and safety representatives;
- Ensuring employees under their control are adequately trained, informed, instructed and supervised;

- Ensuring appropriate Codes of Practice are brought to the attention of all relevant staff, are complied with and appropriate safety signs or notices are displayed;
- Ensuring relevant health and safety information is communicated to staff;
- Ensuring first aid procedures are complied with and staff are aware of the fire procedures;
- Ensuring all accidents occurring in their area are reported and an accident report form is completed;
- Ensuring reasonable arrangements for allowing health and safety representatives to carry out their functions are complied with;
- Training needs of staff within the area are identified;
- Ensuring new employees receive appropriate health and safety information, including specific safety procedures.

### **All Employees**

Although prime responsibility for health and safety rests with the Governing Body, all employees have responsibilities to:-

- Take reasonable care of their own health and safety and that of all persons affected by their acts or omissions;
- Co-operate with the Governing Body, so far as is necessary to enable it to meet its responsibilities for health and safety;
- Use work equipment provided correctly, in accordance with instructions and training;
- Inform the Governing Body (through line managers) of any work situations which represent a serious and immediate danger to health and safety.

All employees are reminded of the need to report any accidents, which occur at work; failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee having a problem concerned with health and safety, or identifying any hazardous situation, should raise the matter with their Head of Department or immediate line manager.

### **Students**

Students have no particular responsibility in the implementation of the school's Health and Safety policy, but are nevertheless expected to:-

- Exercise personal responsibility for the health and safety of themselves and others;
- Observe the safety rules of the school and in particular the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with any item provided for safety.

### **2.3 Risk Assessments**

The responsibility for assessing and controlling risks lies with all personnel within the school. Heads of Department, Managers and Supervisors are responsible for the completion and updating of risk assessments for their areas of activity. Risk assessment and training shall be performed in consultation with the school Health and Safety Co-ordinator.

### **2.4 Health and Safety Committee**

Through the Health and Safety Committee, the Governing Body will provide for effective communication and consultation on health and safety matters, with staff and trade unions. The Health and Safety Committee will meet, as a minimum, once per term and shall comprise:-



- Health and Safety Co-ordinator;
- Nominated Governor;
- Departmental Health and Safety representatives;
- Trade Union representatives;
- Open membership to all staff.

The Health and Safety Committee report to the Governing Body through the Governors Premises Committee.

The Constitution and Terms of Reference for the Health and Safety Committee are included as an attachment to this policy.

### **3. HEALTH AND SAFETY ARRANGEMENTS**

#### **3.1 Introduction**

The health and safety arrangements set out below are for the information, guidance and compliance of all personnel within St Bernard's High School.

Health and safety are integral elements of management responsibility; they are key considerations which should underpin educational activity. Under common law and the Health & Safety at Work Act 1974, employers and employees must look after the children in their care.

In carrying out their normal functions, it is the duty of all managers to do everything possible to prevent injury to individuals. This will be achieved, so far as is reasonably practical, by the adoption of arrangements and procedures developed out of risk assessment for the control of risk. These can be summarised as:-

- Providing and maintaining safe equipment and safe systems of work;
- Making arrangements to ensure the safe use, handling, storage and transport of materials, substances and other articles;
- Providing the necessary information, instruction training and supervision to ensure all personnel are aware of their responsibilities for health and safety;
- Providing safe places of work with safe access to and egress from them;
- Providing a safe and healthy work environment;
- Providing a system for rapidly identifying and remedying hazards;
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

All staff have a statutory duty to co-operate in fulfilling the objectives of the Governing Body and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to other.

Staff are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them. No person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety.

#### **3.2 Specific Arrangements**

##### **Accident Reporting**

Any accident or injury is to be reported to the Office Manager, who will then advise the Health and Safety Co-ordinator and the Head Teacher. All accidents are to be recorded in the appropriate accident book; either the student or the staff accident book.

Accident books are held in Reception. The Office Manager is to ensure that the Governing Body is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation i.e. RIDDOR 1999.

### **Accident Investigation**

All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the Head of Department/Admin. area, who in turn is to report the incident to the Office Manager.

The Health and Safety Co-ordinator is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence. These investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.

All contractors must ensure that accidents involving their personnel are reported to the school's Health and Safety Co-ordinator, as well as their own reporting chain.

### **Reporting Procedures**

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to the Heads of Department, or the Health and Safety Co-ordinator. All such reports should be in writing and recorded.

### **First Aid Arrangements**

It is the School's policy to provide a healthy and safe environment for staff, students and visitors. It is expected that at all times staff and students will do everything possible to make sure injuries do not occur to themselves or others and take responsible care of their own health and safety at all times.

A qualified first aider should always be available on the premises; details of the nominated first aiders are held by the Office Manager and are posted in his/her office. The main first aid box is located in the Reception area, with additional boxes being held at appropriate points across the school; these are maintained by the first aid staff.

If a student becomes ill we will take every step possible to contact parents, but if this is not possible, we will take responsible measures to care for that student. We will expect parents to cooperate with us by not permitting children to attend school if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.

Medication required to be taken by students during school time is held centrally in the reception area. Students must visit reception to receive their medication, the details of which are recorded as they are administered.

### **Out of School Visits and Activities**

All staff that arrange or actively participate in school visits or out of school activities must follow the policies and procedures detailed in the School Trips Policy document held in each area.

### **Safe Working Procedures**

Heads of Department/Admin. areas must ensure that safe working procedures are developed through:-

- Assessing the tasks;
- Identifying the hazards;
- Defining a safe method;
- Implementing the system;
- Monitoring the system.

Once developed, safe working procedures must be circulated to protect all staff working within their area(s) of responsibility, from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that staff under their control are fully conversant with these procedures.

### **Defective Tools and Equipment**

All defects found in hand tools, power tools or any other equipment must be reported immediately to the Head of Department/Admin. area, who in turn will inform the premises staff of the details. The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until a repair has been carried out.

### **Means of Access**

When using access equipment such as ladders, crawling boards etc. the correct equipment is to be used for the job to be undertaken. Stepladders must always be supported by an assistant to the person using the stepladder. Correct routes of access should always be used. Short cuts should not be used as they can result in serious accidents.

### **Machinery**

All personnel controlling the use of machinery must be familiar and comply with the following legislation as well as any other relevant advice subsequently issued:

- Health & Safety at Work Act 1974;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- The Abrasive Wheels Regulations 1970;
- Woodworking Machine Regulations 1974;
- Provision and Use of Work Equipment Regulations 1992;
- Lifting Plant and Equipment (Records of Test & Examination) Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998;
- Health and Safety (Safety Signs & Signals) Regulations 1996;
- Electrical Equipment (Safety) Regulations 1994.

### **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:-

- Keep corridors and passageways unobstructed;
- Ensure shelves in storerooms are stacked neatly and not overloaded;
- Keep floors clean;
- Do not obstruct emergency exits.

### **Electrical Equipment**

In respect of the use of electrical equipment across the school:-

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment;
- Where 13 amp sockets are in use, only one plug per socket is permitted (caretaking and IT teams to oversee extension cables to ensure use is appropriate);
- The protective outer sleeve of electric cables is to be firmly secured within the electrical plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, they will be quarantined, taken out of service and labelled and a qualified person needs to re-wire the plug correctly;
- Electrical equipment that is known to be, or suspected to be faulty, must be quarantined, taken out of service and labelled;
- If electrical equipment becomes faulty whilst in use it shall be quarantined, taken out of service and labelled isolated from the source of supply and secured so that it cannot be used until a repair has been carried out.

### **Use of Harmful Substances**

When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the head of department. The department using harmful substances is to be in possession of a Safety Data sheet and be aware of the safe use of the chemical or substance, and how to deal with spillages etc.

Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Health and Safety Co-ordinator.

### **Skin Infections and Hand Care**

To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Gloves should always be worn and also protective clothing where necessary. Use barrier creams before commencing work as these provide a barrier between the skin and harmful chemicals, oils and dirt.

Do not put oily or chemically soiled rags in pockets and always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **Violent Behaviour**

The school is committed to the principle of providing a work environment that is free and/or protected from violent and aggressive behaviour. It will not tolerate any such behaviour, which threatens the safety of its staff, students and visitors.

### **Smoking**

Smoking is not permitted in the school or grounds.

### **Emergency Services**

Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required. During school hours this contact should normally be made through the school reception staff. Outside of school hours, the contact should be made directly by the person discovering the need for the service to come to the school.

During school hours there are first aid qualified staff on call and these can be contacted via the school Reception.

### **Noise**

Where noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### **Fire Prevention**

Fire safety procedures, which cover all aspects of fire prevention, are available for all personnel to read in their Department/Admin. area;

'Action to be Taken in the Event of a Fire' is posted in all buildings at fire points and in each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used;

Staff are responsible for knowing the location of fire points and fire exits; they should know the location of the assembly point in the event of a fire;

The most important aspect of fire control is prevention. With this in mind, all staff are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable;

Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

### **School Lettings Arrangements**

Facilities at the school are made available to the community and other external organisations. Arrangements for all lettings are documented and agreed through the lettings procedure, which ensures the proposed use is appropriate for the school, the facilities are available and health and safety requirements are complied with.

### **Visitors**

It is the duty of all staff to ensure the health and safety of all visitors to the school. Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued, the same level of protection is to be afforded to any visitor.

To ensure the safety of students and staff:-

- All visitors must enter their details in to the sign in app on arrival and departure and be issued with a visitors badge;
- Unless the visitor is known to school staff and provided with a 'blue' lanyard, they should be escorted to their destination within the school;
- All staff should be alert and challenge, in a courteous manner, any strangers they may see unaccompanied (without a 'blue' lanyard) on the school premises.

### **School Security**

During the school day, access to the school is restricted to being via the main reception area. Vehicles making deliveries and/or working at the school have access via controlled automatic secure gates leading to the main drive into the school. Visitors to the school are required to sign in at reception and are asked to wear a visitor's badge.

All buildings in the school are covered by security alarms, which alert the Premises staff and School Business Manager. The school has an extensive network of CCTV cameras, covering both the internal corridors, external areas and the school grounds.

### **Contractors**

Contractors working in the school are required to comply with the arrangements for visitors and with the working rules set down by the school. Any breach of these rules is to be reported to the Head of Department/Admin. area and/or the Health and Safety Co-ordinator.

### **Use of Vehicles**

Only those persons authorised and in possession of the appropriate license are to drive vehicles on school business.

Drivers of the school minibus must have received the required driver training and must comply with the school's arrangements for the operation of minibuses.

### **Manual Handling of Loads**

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

### **Health and Safety Advice**

Advice is sought from appropriate providers as and when needed.

## **ST BERNARD'S HIGH SCHOOL**

### **HEALTH AND SAFETY COMMITTEE CONSTITUTION AND TERMS OF REFERENCE**

#### **Introduction**

The Health and Safety Committee shall report to the Premises Committee of the Governing Body of St Bernard's High School. It shall be called the St Bernard's High School Health and Safety Committee.

#### **Terms of Reference**

The aim of the Committee shall be to promote co-operation between the Governing Body and its employees in instigating, developing and carrying out measures to ensure the health, safety and welfare at work of employees and the health and safety of other users of the site.

Its main functions will be to:-

- Receive general reports and factual information provided by Inspectors of the enforcing authorities appointed under the Health and Safety at Work Act;
- Consider matters raised by staff Health and Safety Representatives;
- Determine arrangements for Health and Safety Inspections and to consider reports;
- Assist in the development of safe working practices and Codes of Practice;
- Receive reports on hazards, accidents and occupational ill health and consider the need for appropriate action;
- Monitor the implementation of the Health and Safety policy;
- Review the effectiveness of health and safety communication, publicity and training within the school;
- Where appropriate, to make recommendations to the Governing Body.

#### **Membership**

The membership of the Committee will be as follows:-

- Head Teacher or delegated member of SLT
- Health and Safety Co-ordinator
- Nominated Governor
- Staff Representatives
- Departmental Health and Safety Representatives
- Trade Union Representatives
- Open membership

#### **Chair**

The Head Teacher or their delegated member of SLT shall be Chair of the Committee.

#### **Decisions**

It is intended that decisions will be reached on the basis of consensus, to reflect the shared commitment of Management and Staff to maintain high standards of Health and Safety. However, where this cannot be achieved, the matter will be referred for consideration by the Governing Body's Premises Committee.

#### **Quorum**

The quorum for a meeting will be 2 members of the Management side and 2 members of the Staff side.

**Secretarial Arrangements**

The Clerk to Governor's will arrange for secretarial support to the Committee, including drafting minutes of meetings.

**Record of Attendances**

Attendance at meetings will be recorded in the minutes.

**Attendance of Specialists/Advisors**

External specialists and other members of staff or management may attend meetings to advise on particular matters, as and when considered necessary by the Committee.

**Procedures**

The Committee will normally meet each term, but other meetings will be arranged as necessary;

Agenda items can be given in advance to the Clerk to Governor's, or raised at the meeting; Notification of a meeting will normally be sent to members at least one week before each meeting;

Draft minutes of all the proceedings of each meeting shall be circulated to all members of the Committee, as soon as possible after each meeting, and posted on the school notice board.



## LOCAL ORGANISATION AND ARRANGEMENTS NOTICE

Name of Establishment	St Bernard's High School
Person Responsible for Establishment:	Head Teacher
School's Health and Safety Co-ordinator	Facilities Manager
Location of Health and Safety documentation/risk assessments	School Business Manager and Premises office
Location of Fire Register	Premises Office
Procedure for Accident Reporting (name of employee to report to, and if appropriate, who reports to the HSE)	Office Manager
First Aider/Appointed Person(s)	<i>See First Aid Policy for full list of Appointed Persons</i>
Procedure for Reporting Hazards (name, telephone no or other contact arrangements such as Hazard Book)	Facilities Manager & Senior Caretaker
Name(s) of establishment's Trade Union Safety Representatives	N/A
Fire Assembly point	Main Playground
Fire Marshal/Evacuation Officer	N/a
Day and time of Fire Alarm tests Fire evacuation drills	Every Monday, 8.00am
Name, address and telephone number of nearest hospital	Southend Hospital Prittlewell Chase Southend-on-Sea SS0 0RY 01702 435555
Location of First Aid boxes  Email to be sent out to check	Reception Head Teacher's EA Office Admin Office (1 <sup>st</sup> floor) Pastoral Office Premises Office Science Prep Room Art S16 Art W13 Drama Office (A12) Technology office (W3) Textiles (A11) Textiles (W1) St Helen's Centre office Bernardine Hall Store Kitchen L Minibuses PE office Reprographics