

Health, Safety & Welfare Policy

**ISSR Part 3, Paragraph 11
NMS Standard 6**

Review period:	Annual
Review by:	Bursar and Health & Safety Governor
Date Reviewed:	September 2018
Date reviewed by Board of Governors:	11 September 2018
Next Review:	September 2019



HEALTH, SAFETY & WELFARE POLICY

St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. *The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.*

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

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St Joseph's College



Health, Safety & Welfare Policy

Statement of Intent

As governors of St Joseph's College we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy College for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities.

In our role as employer we attach high priority to ensuring that all the operations within the College environment, both educational and support, are delivered in an appropriate manner and have a sensible approach to health & Safety. The governors are committed to promoting the welfare of all in our community so that effective learning can take place and with due regard to the DfE non-statutory advice "Guidance Health & Safety advice on Legal Duties and Powers (2014)¹ for Local Authorities, Head Teachers, Staff and Governing Bodies".

We fulfil our responsibility as governors of St Joseph's College by appointing, Mr P Glading Governor, with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the College is vested with the Principal. However, Health, Safety and Welfare are the responsibility of all employees and as such all St Joseph's employees have an important part to play in the successful implementation of this policy.

However, as governors, we have specified that the College should adopt the following framework for managing health and safety:

- The school ensures compliance with relevant health and safety laws by drawing up and effectively implementing a written health and safety policy^{2, 3}.
- The school premises, accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.⁴⁵
- The governor overseeing health and safety attends the meetings of the College's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is reported through the Bursar's report at each full Governing Board meeting.
- The minutes of the Committee's discussion on health and safety are reported through the Bursar's report at each meeting of the full Governing Board together, with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.
- The external fabric of the College, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the full Board of Governors, through the Bursar's report and its recommendations (together with other defects) form the basis of the College's routine maintenance programmes.
- The College's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering manager arranges for an independent hygiene and

¹ ISSR Part 3, Note 165

² ISSR Part 3, Paragraph 11

³ ISSR Part 3, NMS Standard 6, 6.1

⁴ ISSR Part 3, NMS Standard 6, 6.2

⁵ ISSR Part 3, Paragraph 25



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safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services and that the Bursar reports on all these aspects to the full Board of Governors, through the Bursar's Report.

- The College has fire risk assessments, carried out by an external consultant which are reviewed every year for progress on completion of items in the action plan, and updated annually, or more frequently if significant changes are made to either the interior or exterior of present buildings or new buildings are bought or added to the College's estate. The Health and Safety Committee will review this risk assessment every time it is amended and submit a report to the full Board of Governors.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the College, and reports on actions required with recommended timescales. The progress of implementation will be monitored by the full Board of Governors Committee.
- The College has a competent person undertake a risk assessment for legionella, every four years and a quarterly water sampling and testing regime is in place.
- The College has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to members of the teaching staff who are involved with trips and visits and to selected members of the non-teaching staff.
- The College is a no smoking campus⁶, including the use of vapour devices, this applies to all staff, students, and visitors within the College site.
- The welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a comprehensive written risk assessment policy ⁷and appropriate action is taken to reduce risks that are identified.^{8,9}

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal and the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with their health and safety duties. All members of staff are responsible for reporting any significant risks or health & Safety related issues to SLT through the Bursar.

Responsibilities of employees are outlined in detail in the main policy document, which the College adheres to as part of its management of Health, Safety and Welfare.

All employees are briefed on where copies of this statement can be obtained on the College's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this Policy document.

Signed:
Chair of Governors



11 September 2018

⁶ ISSR Part 3, EYFS Note E63

⁷ ISSR Part 3, Paragraph 16a

⁸ ISSR Part 3, Paragraph 16b

⁹ NMS Standard 6, 6.3



College Health, Safety & Welfare Policy

1. Board of governors ("The Board")

The Board has overall collective responsibility for health and safety across the College. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the College. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the College and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

2. Principal

The Principal will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety across the College. The Principal will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

3. Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for the management of statutory inspections, records of all inspections are kept in the Bursar's office, including but not limited to:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Local Exhaust Ventilation "LEV"
- Water quality
- Asbestos
- Emergencies
- Staff induction

The Bursar will also act as the College Safety Co-ordinator, whose duties will include:

- advising the Principal on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the College and raising concerns with the Principal
- compliance with the Construction (Design and Management) Regulations 2015

4. Heads of Department (Teaching)

The Heads of Department will ensure, as far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:



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- Science (including harmful substances and flammable materials) and the management of Radioactive items - Head of Science
- Sports activities – Director of Sport
- Drama - Head of Creative & Performing Arts
- Art (including harmful substances and flammable materials) - Head of Creative & Performing Arts
- Music - Head of Creative & Performing Arts
- Design & Technology - Head of Technology
- Outdoor lessons – Vice Principal – Academic
- Trips and visits – Trips & Visits Coordinator
- Catering – Catering Manager
- Cleaning - Cleaning Supervisor

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

5. Head Caretaker/ Head Groundsman/Cleaning Supervisor

Head Caretaker / Head Groundsman / Cleaning Supervisor will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of College vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality and temperature, asbestos
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities

6. Transport Manager

- Site traffic movements
- Safety of Minibuses
- Maintenance of College's minibus vehicles
- Service & MOT of minibuses
- Good standards of housekeeping
- Section Permit 19s
- Drivers' Assessments
- Insurance

7. External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety across the College. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the College.

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- Engineers monitor and service the College's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The College's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
 - appropriate pest control measures to be in place.
- The College has suitable and sufficient fire risk assessments which are reviewed annually for items in the action plan and updated every year, or when significant changes are made to the interior or exterior of present buildings, or new buildings are bought or added to the College estate.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety in all College departments, support areas, public spaces and sports areas.
- The College has a suitable and sufficient risk assessment for legionella, every four years and has a water temperature sampling and testing regime in place.
- The College maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before any works takes place. The Bursar is also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work which may disturb known Asbestos.
- The College's radiation protection supervisor (RPS), Mr Niall C Higbee is responsible for liaison with the radiation protection advisor of Mr R Crack for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

8. College Health and Safety Committee

The Committee will meet once a term, and will be chaired by the College's Health & Safety Consultant. The other members of the Committee will be:

- Principal
- Vice Principal – Academic
- Vice Principal – Pastoral & Boarding
- Assistant Principal - Head of Prep
- Assistant Principal – Sport & ECA
- Assistant Principal – Pastoral & Boarding
- Bursar
- Head of Sixth Form
- Faculty Head of Technology
- Faculty Head of Science
- Faculty Head of Creative & Performing Arts

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- Faculty Head of Mathematics
- Faculty Head of Learning Support
- Faculty Head of Humanities
- Faculty Head of Languages
- Trips & Visits Co-ordinator
- The Head Groundsman / Caretaker/Cleaning Supervisor
- The College Nurse
- The Catering Manager
- Transport Manager
- Representative from the Science/DT technicians
- Representative from the College's IT provider, Corbel
- Representative from Administration

The role of the Committee is to:

- discuss and identify matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety across the College;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

9. The College Nurse

The College Nurse will be responsible for:

- Maintaining an the College incident/accident forms and reporting notifiable accidents to the Health & Safety Executive in conjunction with the Bursar
- Keeping statistics and preparing summary reports for the College Health and Safety Committee
- Escorting injured or ill pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

10. Staff

The co-operation of all staff is essential to the success of the Policy and the College require that staff notify their Head of Department and or Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Health and Safety Policy and associated policies;
- take reasonable care for the health and safety of themselves and others who may be affected by their acts and or omissions
- follow requirements imposed on the College or any other person under health and safety legislation and co-operate fully so as to enable the duties upon them to be performed

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- carry out all reasonable instructions given by managers / senior staff with regards to Health and Safety
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a disciplinary offence
- comply with any reasonable request made by any of the persons named above in relation to Health and Safety and the fulfilment of their duties
- Health & Safety consultation of staff is carried out through the Health & Safety Committee representatives

Whole College policies and risk assessments which supplement the Health & Safety Policy, include:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Catering and Food Hygiene Policy
- Staff Code of Conduct
- Control of access, security and use of CCTV
- Control of Substances Harmful to Health (COSHH)
- Design and Technology
- Display Screen Equipment
- Educational visits, (the EVO maintains a dossier of risk assessments and visit reports)
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Induction of new staff
- Legionella
- Letting and Hiring
- Manual handling
- Managing Contractors
- Maintenance of plant and equipment
- Medical Questionnaire
- Fleet Management use
- Pesticides
- Use of Portable Appliance Testing (PAT)
- Pupil Supervision
- Risk Assessments Policy
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection (EYFS pupils)
- Stress Policy
- Occupational Health
- Security, Access Control, Workplace Safety and Lone Working Policy and Arrangements (includes violence to staff)
- Temporary staff and Contractors
- Working at Heights
- Vehicles and on-site movements
- Induction of New Staff, Governors and Volunteers Policy
- Staff Handbook



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Appendix 1

St Joseph's College Health Safety & Welfare arrangements

1.	Overall Responsibility for Health & Safety	Governors, at Board Level
2.	Named Governors with oversight of Health & Safety	Mr Perry Glading
3.	Chair of Health & Safety Committee	Mr M Earl H&E Health and Safety Consultants
4.	Name of Senior Member of Employees with Responsibility for Co-ordinating Health & Safety	The Principal, through the Bursar
5.	External Professional Advisors	NEMCO Wincer Kievenaar MLM John Slater Howard Castons REJB RSA Imtech/Inviron Ltd Assured Fire Services H&E Health and Safety Consultants Rent-o-kill Wire-Free Protection Limited Independent School Catering Consultancy
6.	Location of Central File of Codes of Practice & Health Safety and Welfare Policy:	The Principal (one copy) The Bursar (one copy) Senior Staff Room (one copy) – NO1 Prep School Staff Room (one copy) – NO 25 Boarding houses Refectories All Departments have their own specific copies of their departmental Codes of Practice & Health & Safety and welfare Policy.
7.	Location of Fire Register:	Bursar's Office
8.	Location of College Fire File: (red file containing current pupil & employees lists)	Reception
9.	Location of Incident/Accident Form:	Central Policy & Procedure Area
10.	Location of First Aid Boxes	Central Policy & Procedure Area/Staff Room/Primary Centre/Medical Area/Boarding Mews & Goldrood
	Location of central file of Health, safety & welfare Information Bulletins:	Bursar's Office
	a) Name of Member of employees to report accident to:	College Nurse
	b) Who should complete accident form:	College Nurse/ Line Manager /First Aider dealing with the incident
11.	c) Notifiable incidents person who contacts HSE:	Bursar/College Nurse
12.	Name/s of College's Health & Safety Committee	<ul style="list-style-type: none"> • Principal • Vice Principal – Academic • Vice Principal – Pastoral & Boarding • Assistant Principal - Head of Prep • Assistant Principal – Sport & ECA • Assistant Principal – Pastoral & Boarding • Bursar • Head of Sixth Form • Faculty Head of Technology • Faculty Head of Science • Faculty Head of Creative & Performing Arts • Faculty Head of Mathematics • Faculty Head of Learning Support • Faculty Head of Humanities • Faculty Head of Languages • Trips & Visits Coordinator • The Head Groundsman / Caretaker/Cleaning Supervisor • The College Nurse • The Catering Manager • Transport Manager • Representative from the Science/DT technicians • Representative from the College's IT provider, Corbel • Representative from Administration
13.	Whole College community	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Governors • Volunteers • Contractors

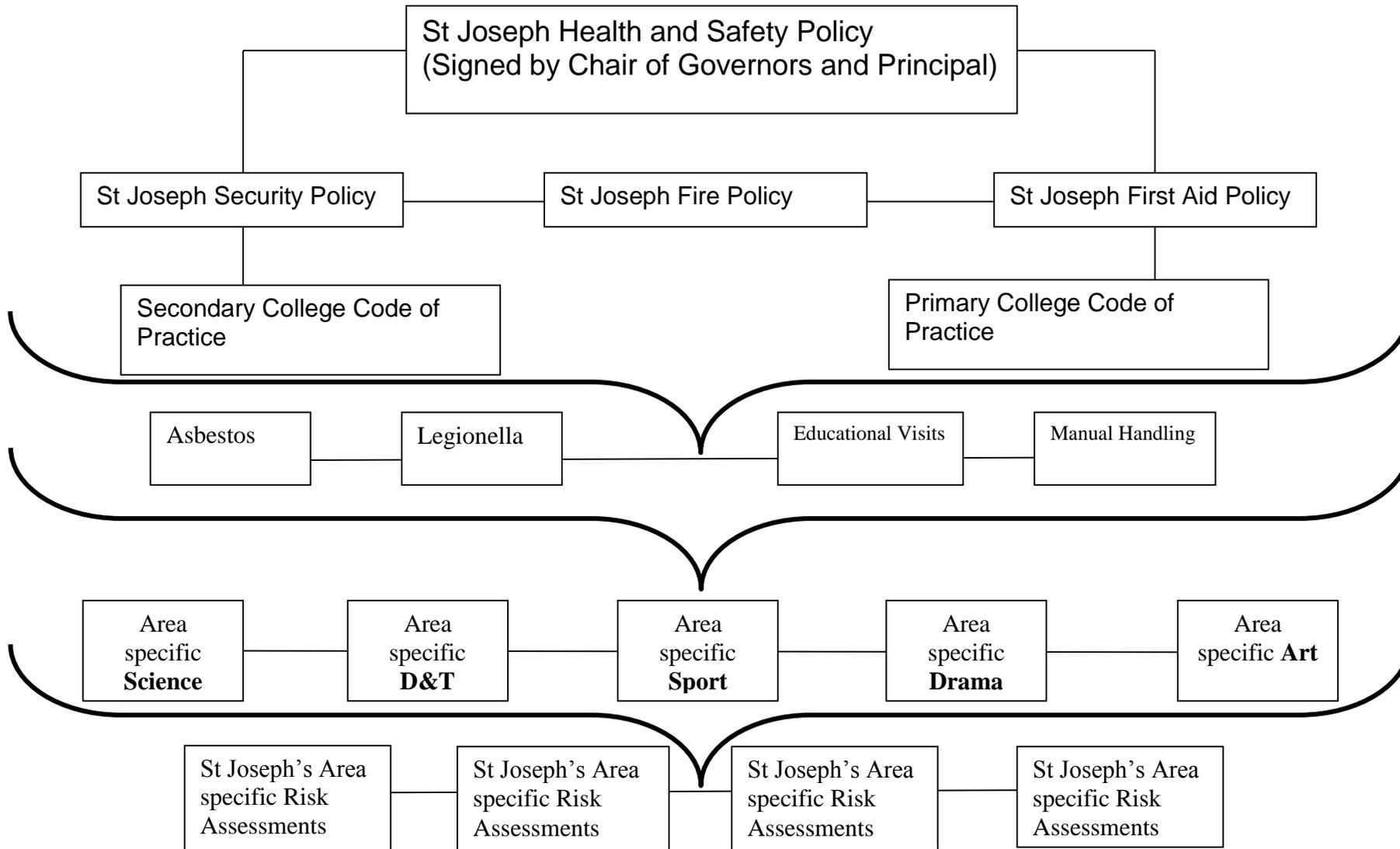
(Copies are displayed on notice boards throughout the College)

St Joseph's College



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Diagram showing the Risk Assessment Flow Ch



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