



## Health and Safety

Reviewed by the Directors: October 2024

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### ***School Mission Statement***

***“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”***

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### **Statement of General Policy on Health, Safety and Welfare**

St Bede’s School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. We are also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The Senior Leadership Team (SLT) are accountable for the management of health and safety and for the implementation of the school’s health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the SLT, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

## Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Board of Directors. Duties and responsibilities have been assigned to Staff and Directors as laid out below.

### 1. Board of Directors

The Board of Directors recognises that under the Health and Safety at Work, etc, Act 1974 it has a duty to ensure, so far as is reasonably practical, the safety, health and welfare of all persons affected by its activities, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of the school but is also an essential aspect of the education of its students.

The Board of Directors will comply with any directions issued by the Children and Young People Learning Directorate (DCYP) concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Board of Directors is responsible for health and safety matters at a local level. They accept that the delegation of funds from the DCYP carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Board of Directors, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the DCYP will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Directors appreciate that they can only work within their allocation of the total education budget and that they will only be accountable for deciding how the budget within their control is to be spent. The Board of Directors has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### 2. Headteacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Directors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include: -

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 The management of asbestos to ensure any existing asbestos has been identified in the Asbestos Register and building alterations are subject to a 'Refurbishment and Demolition' survey if required;
- 2.4 Adequate staffing levels for safe supervision;
- 2.5 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a Site Officer and a Resources Manager;
- 2.12 The provision of appropriate health and safety information to Directors
- 2.13 The provision of educational visits and school journeys delegated to the EVAP currently the Deputy Headteacher.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

### 3. Resources Manager

The Headteacher will delegate to the Resources Manager, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will: -

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Identify any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.10 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.11 Ensure the 'Asbestos Register' is available for inspection at any time by staff and contractors;
- 3.12 Ensure that any known asbestos is not disturbed by either staff or contractors delegating responsibility to the Site Managers as required

### 4. Heads of Faculty

All Heads of Faculty are responsible to the Headteacher (via the Resources Manager) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective faculties. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Resources Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 maintain or have access to an up to date library of relevant published health and safety guidance from sources including HSE, CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.9 identify specific staff health and safety training needs and inform the Resources Manager accordingly;
- 4.10 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.11 carry out departmental induction training including any specific information and training that may be

- necessary because of activities which are peculiar to the department;
- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
  - 4.15 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Resources Manager;
  - 4.16 ensure that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
  - 4.17 ensure that good standards of housekeeping are maintained;

## **5. Teaching Staff [Including supply]**

Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all students prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that students follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to the Head of Faculty;
- 5.9 investigate all accidents (in conjunction with Head of Faculty), which occur through activities organised/supervised by the faculty;
- 5.10 propose for consideration by their Head of Faculty any improvements, which they consider, would improve health or safety standards within the department;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school groups off site on educational visits.

## **6. Site Staff**

The Site Officer is responsible to the Headteacher via the Resources Manager. Duties include:

- 6.1 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.2 identifying any particular health and safety training needs of supervisory staff in the team.
- 6.3 ensuring that staff within the group are not involved in activities outside their limitations;
- 6.4 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.5 ensuring that all staff work in accordance with safe working practices issued by the school
- 6.6 ensuring contractors are made aware of the location of any asbestos and that all contractors are accompanied to the work area concerned.

## **7. All Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Board of Directors and senior leadership of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 7.1 to participate in the risk assessment process and comply with findings;

- 7.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 7.3 to report all accidents according to the procedures included in Part 3 of this document;
- 7.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency as detailed in the Fire Awareness Policy;
- 7.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 7.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.
- 7.7 follow all relevant codes of safe working practice and local rules;
- 7.8 report any unsafe working practices to the Resources Manager.

## **8. Students**

All students must be encouraged to follow all safe working practices and observe all school safety rules. All students will:

- 8.1 follow all instructions issued by any member of staff in the case of an emergency;
- 8.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 8.3 inform any member of staff of any situation, which may affect their safety.
- 8.4 Allergies  
Any food provided by the school canteen will not include nuts, but the school cannot legislate for what staff and students include in their snacks and packed lunches.

## **9. Health and Safety Committee**

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 9.1 Headteacher, who has delegated attendance to the Resources Manager
- 9.2 Director to Chair Committee
- 9.4 Director
- 9.5 Director
- 9.6 Other Directors as appropriate

The Health and Safety Committee will submit termly minutes to the full Board of Directors which includes accident and incident report.

## Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements:

### 1. Accident Reporting, Recording & Investigation

All accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses must be reported to the Headteacher via the Resources Manager.

The Resources Manager will undertake investigations as necessary, delegating to the Resources Manager if appropriate. Remedial action where necessary will be taken.

Reportable incidents will be detailed on the County Council Incident Reporting Form (IRF96) which is available to be completed online. The Health and Safety Advisor at CCC will decide if the incident needs to be reported in line with RIDDOR, provided the school maintains an SLA with the Health and Safety Department.

All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.

### 2. Asbestos

School have worked hard to eradicate Asbestos from the site. Most of the site has been re-built and / or refurbished after the year 2000 including all plant rooms.

Possible existence of asbestos is restricted to the Main Block built in 1961

Asbestos Register is located in the Resources Manager's office with a copy in the Site office. An abbreviated version detailing salient points of the report is also kept with the 5C's Signing In Register for contractors.

The school have a Service Level Agreement with the Local Authority, to manage the updating of the Asbestos Register through Frontline they are also responsible for assisting the school with all compliance issues.

Any asbestos removal will be arranged through the Local Authority in order for the Asbestos Register to be updated along with asbestos inspections.

[Asbestos Map 1](#)

[Asbestos Map 2](#)

### 3. Contractors

Contractors appointed directly by the school are required to sign in on a separate sheet contained in the 5C's system as well as the school online signing in system in Reception..

Contractors sourced and appointed through our current building and repairs consultant – P Wood Construction – will be met before they start work to go through RAMS and will be advised of the location of any asbestos within their work area. They will also sign in on the electronic school system and on P Woods own system.

New contractors are required to notify the school via the Site Officer of their health and safety procedures and risk assessments (RAMS) for any work undertaken at school.

The Site Officer will monitor working methods and practices halting work if he deems it to be unsafe endangering contractors and/ or school staff.

Major work will always be conducted during the school holidays.

In any event, Reception and the Site team will ask contractors to confirm they have had sight of the Asbestos register either through school or the building management team.

### 4. Curriculum Safety [including out of school learning activity/study support]

Teaching Staff will undertake suitable written risk assessments prior to commencing hazardous activities. Trips and visits will use the 'Evolve' system and suitable risk assessments form part of this system.

### 5. Drugs & Medications

Training for all staff for the administering of Epi-Pens and Asthma awareness will take place annually.

### 6. Electrical Equipment [fixed & portable]



A termly visual inspection of all computer equipment is carried out by Technicians. All other electrical equipment is visually inspected termly by the Site Officer.

PAT testing for all electrical equipment is carried out on a rotation basis by trained technician with all equipment tested every 12 – 18 months (exceeding statutory requirements). All defective equipment is reported to the Site Officer who will ensure the faulty item is removed and either sent for repair or disposed of as appropriate.

Used electrical equipment brought from home by staff members is not permitted to be used on site. New electrical equipment brought from home by staff members is permitted provided it is visually inspected by the Site Manager in the first instance.

## **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Fire precautions, emergency procedures and fire awareness policies are detailed in the Staff Policy handbook, available online in Teams.

Fire file kept in Resources Manager Office in shelves behind office door alphabetically filed.

## **LOCATION OF EMERGENCY PROCEDURE DOCUMENTS**

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- a. Headteacher's office
  - b. Resources Manager's office
- In the event of a fire alarm the Fire procedures will be followed
  - The Resources Manager will summon the emergency services as necessary;
  - The safe evacuation of persons is an absolute priority.
  - Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
  - Fire drills will be undertaken termly and fire alarm tests weekly and a record kept in the Fire File;
  - Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Fire File.)
  - Details of service isolation points (i.e. gas, water, electricity) are located in:
    - Gas – under-stairs cupboard behind Reception under stairs
    - Electricity – under stairs cupboard behind Reception under stairs
    - Water – outside main entrance doors and in Admin/Reception work room behind services panel on left hand side behind the door (cross thread screwdriver required to remove panel, tool kit in Resource Managers office)
  - Emergency procedures for incidents outside normal working hours are kept in Resources Manager Office and accessed by Site Officer

## **8. First Aid**

Names of first aiders are included in the First Aid procedures and all those qualified hold small first aid kits.

More comprehensive first aid kits are kept in Reception together with the kits required for trips and visits.

Named epi-pens and asthma inhalers are kept in Reception. Spare inhalers kept in Reception cupboard. Kits are regularly inspected by the Admin Assistant located in upstairs Admin office.

**9. Medication Policy**

The school has a Healthcare Plan that is completed by parents if they require students to take medication during the school day. All plans are located in a locked cupboard in Reception and copies are available on SIMs attached to the relevant student record.

**10. Hazardous Substances**

The COSHH log details all hazardous substances. This is held by the Senior Science Technician who is also the Radiation Protection Advisor.

**11. Health and Safety Advice**

The school has a Service Level Agreement with Cambridge County Council to supply Health and Safety advice from the Health & Safety Adviser, Stuart Wood 01223 699122.

**12. Housekeeping, cleaning & waste disposal**

The premises are kept clean and tidy by a team of cleaners supervised by the Site Manager and the Resources Manager. All rubbish is disposed of in either bins kept at the rear of the school kitchens or in the skip at the front of the school as appropriate.

**13. Handling & Lifting**

Site staff have attended the required training regarding handling and lifting and are aware that they must complete their own individual mental risk assessment before completing any task.

**14. Jewellery**

Policy for students wearing jewellery is included in the school prospectus and the School Uniform policy.

**15. Lettings/shared use of premises**

School premises is let on a regular basis, details of which is included in the Lettings Policy.

**16. Lone Working**

Staff are required to sign on and off the site during school holidays. The school requires at least two members of staff to be on site at any one time with the exception of the Site Manager who will be working alone for general maintenance and upkeep of the premises during school holidays and for locking and unlocking the site after school and lettings. Use of school lifts is not permitted when lone working has been agreed.

**17. Maintenance / Inspection of Equipment**

The Resources Manager keeps and maintains a list of equipment that is scheduled for annual inspections and regular maintenance.

**18. Monitoring the Policy**

The Resources Manager and the Site Manager will review the policy on an annual basis prior to passing it to the Health and Safety Committee for consideration and from there to the Full Board of Directors for ratification.

**19. Personal Protective Equipment (PPE)**

PPE will be supplied as required although it is the staff member's responsibility to utilise the equipment effectively and correctly in line with the relevant control measure.

**20. Reporting Defects**



Any defects of buildings and equipment should be reported to the Resources Manager who will arrange for inspection and repair or disposal as appropriate.

**21. Risk Assessments**

RA's are completed by staff as necessary. All RAs will be periodically reviewed and amended as required by the Resources Manager.

Special Risk Assessments e.g. for pregnant staff or for those with health problems will be completed in the first instance by the Resources Manager and ratified by the Headteacher.

**22. School Trips/ Off-Site Activities**

School Trips are authorised by the Deputy Headteacher, Pastoral. All teaching staff are required to follow guidance and instructions included in the Trips and Visits policy together with the 'Evolve' computer software.

**23. School Transport**

The school minibus can be driven by any of the approved drivers. All approved drivers must complete the necessary training and test. A list of drivers is held by the Resources Manager.

**24. Smoking**

Smoking is not permitted anywhere on the school site at any time.

**25. Staff H&S Consultation / Staff H&S Training**

All new staff attend a Health and Safety induction meeting with the Resources Manager. All staff are aware that they are individually required to be vigilant with regard to their surroundings and any concerns / suggestions can be reported to the Resources Manager via email, forms kept in the Staff Room or verbally, at any time.

All staff are aware of the location of the school policies and H&S requirements for any hazardous working. All Science technicians are given the required training which is arranged by the Senior Science Technician.

**26. Staff Well-being / Stress**

Staff are fully supported in times of stress. A return to work policy is adopted after any illness period of over 7 days by the Resources Manager who will arrange a phased return to work programme and involve the Occupational Health service if necessary. Each case will be dealt with on an individual basis.

**27. Training**

The site team will undertake relevant training on National College and are encouraged to research further information when necessary. Although all staff can access additional training modules that are available on the National College over and above the required modules.

**28. Supervision [including out of school learning activity/study support]**

Students will be supervised at all times during the school day although close supervision will not always be possible. After school activities are required to be adequately supervised and parental permission obtained if necessary. Further details can be found in the Safeguarding and Child Protection policy.

**29. Use of VDU's / Display Screens**

Staff who regularly use VDU's will undergo an initial workstation assessment followed by periodic workstation assessments by the Resources Manager who will re-iterate the advice on maximum time to be spent on VDU's without a break. Periodic eye tests at the expense of the school can be arranged. All staff are also advised that they are responsible for their own personal health and safety. Defects on the workstation are reported to the Network Manager whilst any health concerns can be reported to the Resources Manager.

**30. Vehicles on Site**

Details of restrictions and movements are included in the Management of Vehicles on Site Policy which includes segregation of large vehicles from pedestrian areas, reversing vehicles, deliveries and school buses.

**31. Violence to Staff / School Security**

The policy entitled Disruptive Students advises staff on dealing with any violent outbursts from students. All visitors to the school are required to sign in at Reception and requested to wait there until they are collected by the relevant member of staff. Parents and other visitors are encouraged to make an appointment to visit rather than turning up on spec.

All staff are required to report all incidents of verbal and physical abuse to the Headteacher

**32. Working at Height**

Students are not permitted to use step ladders or chairs to stand on. Staff are permitted to use low level step stools and step ladders of no more than two rungs. Site staff are permitted to use higher level step ladders on provision that they have undertaken the relevant training and can conduct their own personal risk assessment in line with the schools existing RA on working at height.

Contractors will prepare their own RAs for working at height as part of the 'use of contractors' guidelines.

**33. Work Experience**

Work experience placements are supported by a service level agreement in place with Form The Future who assess if placements are safe and suitable for students.