



St Paul's Cathedral School

Health and Safety Policy

**(must be read and approved alongside Fire Safety
Policy (12), Educational Visits Policy (12c) &
Emergency Management Policy and Plan (16c))**

(Oct 2021)

AIMS & PRINCIPLES

St Paul's Cathedral School is a Christian, co-educational community which holds to the values of love, justice, tolerance, respect, honesty, service and trust in its life and practice, to promote positive relationships throughout the school community and where the safety, welfare and emotional well-being of each child is of the utmost importance.

The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.

Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community, espouses the democratic process and encourages a close working relationship with parents and guardians.

Health & Safety General Policy Statement

Introduction Health & Safety Policy

St Paul's Cathedral School attaches the utmost importance to the safety, health and welfare of its employees and pupils. We will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. This policy takes into account the DfE advice 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013)'.

RESPONSIBILITIES

Governors

St Paul's Cathedral School Governors have oversight of the policy and the responsibility for implementation is delegated to the Head. The Governors will ensure that sufficient financial provision is made available to support the policy. Day-to-day responsibilities are delegated to the Bursar, working under the direction of the Headmaster.

Health and safety is a standing item on the agenda of governing body meetings.

Senior Management Team

The Senior Management Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The Senior Management Team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees with regard to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

The Bursar takes the burden of responsibility for day-to-day health and safety matters including the maintenance of the plant and equipment.

Health and Safety Committee

A Health and Safety Committee has recently been set up with representatives from the staff body. It will meet once a term to discuss issues in the school and review procedures, having been in abeyance during Covid restrictions starting in the Autumn term 2021.

All staff

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

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

- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments;
- exercise awareness, alertness, self-control and common sense at work;
- report promptly to their department head or the Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

All teaching staff will be required to fill out risk assessments for their areas under the supervision on the Bursar.

Boarding House

The Head of Boarding is responsible for health and safety within the boarding house in consultation with the Bursar. The resident nurse and first aider assist and have particular responsibility for medical matters (see First Aid Policy and Boarding Handbook).

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

PROCEDURES

- a) Staff will be trained in health and safety, including risk assessments, on a regular basis. The training will also cover aspects such as first aid, fire and action to be taken in the case of an emergency.
- b) Teaching staff, including teaching assistants, will be consulted through regular staff meetings. Other support staff will be consulted and communicated to through the Bursar, caretaker and catering manager.
- c) All accidents, including those reportable under RIDDOR, will be written up in the accident book.

- d) The school's Educational Visits Policy (see Appendix 1) outlines procedures for taking pupils on trips locally and abroad. The Risk Assessment Policy should also be consulted (see Appendix 2).
- e) Procedures in the event of fire and emergencies can be found in the Fire Safety Policy and the Emergency Management Plan. (see Appendix 3 and 4)
- f) The First Aid policy outlines procedures for medical matters.
- g) The school takes the issue of employee stress seriously and has a Policy on Stress which can be found in Appendix 10 of the Staff Handbook.
- h) The school has a Security, Access Control and Workplace Safety Policy (see Appendix 5) to provide a safe and secure environment in which our pupils can learn and live, our staff can work and our visitors can come and go in a safe and orderly fashion.
- i) The Security, Access Control and Workplace Safety Policy's objective is also to protect our buildings and grounds together with the equipment belonging to the school and the personal possessions of everyone in the community.
- j) Violence towards staff will not be tolerated and if instigated by a pupil will be regarded as a serious incident which may result in expulsion (see Discipline and Rewards Policy). The School Code of Conduct gives clear expectations of the behaviour expected of everyone in the community.
- k) Training in manual handling is given to all appropriate staff through the Bursar and caretaker.
- l) All possible care is taken to avoid slips and trips including clear signage if, for example, floors are wet. The Health and Safety committee discuss possible risk areas and advise on risk assessments.
- m) The school has very little space for vehicle movements on its premises but every care is taken to ensure staff who drive cars onto the forecourt or who drive the two minibuses kept there are aware that children may be nearby. No child should be on the forecourt without adult supervision at any time.
- n) The school considers the risk to safety involved in the management of asbestos. A detailed survey was undertaken in January 2015 and this is made to available to all contractors before the commencement of any work. Further inspections of stonework fixings was undertaken during the recent building works (2019 - 2021) and no issues were identified.
- o) The school considers the risk to safety of all hazardous substances and these are locked away and clearly labeled.
- p) Contractors are carefully selected and they are managed in line with the school's Security, Access Control and Workplace Safety Policy.
- q) The maintenance of plant and equipment is the responsibility of the Bursar, including the arrangement of annual PAT testing.
- r) All aspects of fire safety are included in the school's Fire Safety Policy.

- The school'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). The bursar arranges for regular external deep cleaning and pest control services, and that the bursar reports on all these aspects to the Finance and General Purposes Committee. In addition the external caterers carry out their own in house spot checks on standards of food preparation and cleanliness.
- The school has an induction procedure for all new staff which includes Fire Evacuation procedures, In vac procedures, standard first aid procedures and any specific risk aspects relating to their role e.g. the use of the science lab.
- The external fabric of the school, its plant and equipment are surveyed and inspected regularly by competent professionals.

Focus

The school's/work programmes will adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances;
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors;
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work;
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work;
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

Policy Review

This policy will be regularly reviewed and revised, at a minimum of one year intervals. In conducting the policy reviews, due regard will be given to the following:

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

Organisation - A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - Regular safety audits will be carried out. The Health and Safety Committee will monitor and review procedures and a full report on health and safety matters will be presented to the governing body annually.

A copy of the policy will be given to all employees when they join the school. When changes have been made to the policy, copies will be placed on the school's intranet.

Signed

(Chair of Governors)

Signed

(Headmaster)

Date: ... October 2021

(Signed copy kept on file).....