



ST. ANTHONY'S SCHOOL  
FOR BOYS

# Health and Safety Policy

**Policy reviewed by** Sarah Anderson

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**Submission:** October 2016

**Policy actioned from:** October 2016 – August 2017

**Next review date:** May 2017

**Reviewer's Signature:** SA

**Head Teacher's Signature:** PK

**Circulation:** This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

## **Rationale**

At St. Anthony's School we believe that excellence in the management of health and safety is an essential aspect of school life. We believe that our pupils, staff and visitors are the most important asset of our school and therefore we aim to create an environment where pupils, staff and visitors are safe at all times. This is achieved by following procedures to eliminate risk and teaching good habits so that individuals are able to take care of themselves and each other, recognizing that some activities have an element of risk and acting to reduce this to an acceptable level.

This policy works in conjunction with the Alpha Plus Health and Safety System.

## **Aims**

Through our Health and Safety policy we aim to:

- promote the safety and welfare of all members of the school community
- promote good safety procedures, alertness and control and instill concern and consideration for the safety of others
- teach sensible safety habits within the whole curriculum either in standalone lessons or through lessons
- encourage pupils to develop beneficial habits through good health and hygiene routines
- teach safety as part of pupils' duties where appropriate
- provide and maintain adequate welfare facilities as appropriate
- formulate effective procedures for use in case of a fire and evacuating the school premises
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety, as well as access to health and safety training as appropriate or as and when provided
- maintain all areas within the school in a condition that is safe and without risk to health
- maintain access to and egress from St. Anthony's School that is maintained in a condition that is safe and without risks

## **Organisation of Health and Safety**

To ensure health and safety standards are maintained/improved, the following people form the Health and Safety Committee:

Paul Keyte - Headmaster  
Paul Cheetham – Deputy Head Pastoral  
Justin Whitton – Deputy Head Academic  
Dana Hoskin – Head of Junior House  
Sarah Anderson – Bursar  
Toby Hall – Premises Manager  
Adrian Kirby – Catering Manager  
Niyazi Unugar – Head of Drama  
Andrew Kennedy – Director of Sport  
Oliver Evelyn-Rahr – Head of ADT  
Sally Maskell – Head of Science

## **1. Alpha Plus and the Headmaster's Responsibilities**

Alpha Plus and the Headmaster are responsible for implementing this policy within the school. They will:

- a) monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- b) prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- c) make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by relevant authorities;
- d) make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the school as necessary;
- e) make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;
- f) ensure that health and safety inspections are undertaken once every term;
- g) arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- h) report to the Director of Property any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. Alpha Plus will deal with all aspects of maintenance which are under their control;
- i) monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- j) identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist Alpha Plus and the Headmaster in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate;
- k) ensure that heavy machinery or plant movement is not permitted during breaks; any such movement has to be supervised;
- l) manage safe asbestos disposal;
- m) carry out annual maintenance checks on all electrical and gas equipment;
- n) ensure that all glazing is safe and any breakages made secure and repaired as quickly as practicable.

## **2. Duties of the Person Delegated to Assist in the Management of Health and Safety**

This will be the Bursar. The delegated person shall:

- a) assist the Headmaster in the implementation, monitoring and development of the Health and Safety policy within the school;
- b) monitor general advice on safety matters given by relevant bodies and advise on its application to the school;
- c) co-ordinate arrangements for the design and implementation of safe working practices within the school;
- d) investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- e) order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by Alpha Plus and the Headmaster;

- f) assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- g) ensure that staff with control of resources (both financial and other) give due regard to safety;
- h) co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- i) train staff in health and safety.

### **3. Responsibilities of the Premises Manager**

The Premises Manager will:

- a) maintain the premises and repair any small health and safety issues.
- b) identify and arrange for any larger issues to be remedied by outside contractors.
- c) assist the nominated competent person to carry out the annual risk assessments along with committee.
- d) conduct fire drills and updates records accordingly.
- e) monitor CCTV and ensures security of the building during and outside school hours.

### **4. Responsibilities of Staff towards Pupils and Others in their care**

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular they will monitor their own work activities and take all reasonable steps to:

- a) exercise effective supervision over all those for whom they are responsible;
- b) be aware of and implement safe working practices and to set a good example personally;
- c) identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- d) ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- e) provide written job instructions, warning notices and signs as appropriate;
- f) provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- g) minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- h) evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- i) provide the opportunity for discussion of health and safety arrangements;
- j) investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- k) provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- l) entry/exit are kept clear for emergency vehicles in case of any emergencies;
- m) ensure pupils are supervised by adults (break duties)
- n) ensure smoking is not allowed on the school premises
- o) complete risk assessments, where necessary, for any activity

## **5. Responsibilities of All Employees**

All Employees have a responsibility to:

- a) take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- b) co-operate with the Alpha Plus group and others in meeting statutory requirements;
- c) not interfere with or misuse anything provided in the interests of health, safety and welfare;
- d) make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headmaster or the delegated person responsible for health and safety;
- e) ensure that tools and equipment are in good condition and report any defects to the Headmaster or the delegated person responsible for health and safety;
- f) use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- g) ensure that offices and general accommodation are kept tidy;
- h) ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headmaster or the delegated person responsible for health and safety.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEADMASTER OR THE BURSAR.**

Please note the following:

- a) It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage;
- b) Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
- c) All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees;
- d) All new members of staff will be trained in health and safety as soon as possible

## **6. Responsibilities of Pupils**

All pupils are expected, within their expertise, ability and understanding, to:

- a) exercise personal responsibility for the safety of themselves and their fellow pupils;
- b) observe standards of dress consistent with safety and/or hygiene
- c) observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- d) use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Alpha Plus and the Headmaster will endeavour to make pupils (and where appropriate parents and carers) aware of these responsibilities through direct instruction and notices.

## **7. All Other Persons on the School Property Responsibilities**

All other persons on the school property will:

- a) observe the health and safety rules and the instructions given by persons enforcing the Health and Safety policy
- b) not work on the premises until the relevant rules are read, understood and accepted
- c) not work on the premises until covered by insurance against risk

## **8. Responsibilities of the Health and Safety Committee**

The Health and Safety Committee will be responsible for:

- a) coordinating the implementation of the Health and Safety policy and will keep under review measures taken to ensure the health and safety of employees, pupils and staff;
- b) meet regularly to discuss matters concerning health and safety;
- c) carry out an inspection of the School once every term;
- d) review and update any risk assessments, where necessary;
- e) discuss training requirements;
- f) review the Health and Safety policy and update it where necessary;

## **9. Subject Leaders' Responsibilities**

Subject leaders will:

ensure staff and any other supervising adults are aware of any matters pertaining to health and safety in their particular curriculum area.

## **Health and Safety Methods and Procedure Statements**

### **Code of Safe Conduct**

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these
- Report all accidents, near misses, potential hazards and damage immediately
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after
- Do not interfere with or misuse anything provided for the health and safety of employees
- Do not act in a way that could endanger yourself or others; do not play practical jokes
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around
- Clean up any spilt liquids immediately
- In the event of you being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; follow guidance and procedures for manual handling. If in doubt please ask for assistance
- Electrical equipment is regularly checked and is normally safe when properly used, but:
  - never touch electrical equipment with wet hands;
  - always disconnect electrical equipment before moving it;
  - never attempt electrical repairs unless authorized;
  - always keep electrical supply cables and wires away from wet areas or from - where they could be walked over etc;
  - always switch off equipment if not in use;

- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the delegated person responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

## **Arrangements for Health and Safety within St. Anthony's School**

### **1. Training**

All members of staff are given training in health and safety in their induction. On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them. Health and Safety are both regarded as being of paramount importance and all staff will be required to read the St. Anthony's School Health and Safety Policy and the Alpha Plus Health and Safety Policy.

Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy or by other means as deemed appropriate. At St. Anthony's School we have external contractors for cleaning and catering. Kitchen staff are trained by Brookwoods and cleaners are trained by Justin Rutherford. It may be necessary at times for kitchen staff to attend training provided by St. Anthony's School. In all cases the training will be adequate such that, following training; staff will be competent to carry out the tasks for which they have been engaged.

All employees will be informed about and trained in health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

All pupils will be trained in the fire evacuation procedures through their Form Teacher and also through regular practices.

### **2. Sport**

At St. Anthony's School all sporting activities are organised with the health and safety of the pupils as a priority. This, in conjunction with Schemes of Work and Risk Assessments, ensures that all sport activities are organised and controlled correctly. All pupils are expected to do sport unless they have brought in a note or their parents/carers have communicated with the pupil's form teacher to state otherwise. In the event of injury in sport activities, other than minor scrapes and bumps, the pupils' parents will be called. If the injury is serious then an ambulance may need to be called. The accident book must be completed for all sport injuries.

St. Anthony's School uses coaches for sports and always ensures that they are fully qualified in their particular discipline before engaging them. Should there be any issues with the coaches the Bursar/Headmaster should be informed.

Members of the Health and Safety Committee meet annually with Brondesbury Cricket Club to review any Health and Safety matters which might affect the school's staff and pupils.

### **3. Hall**

The Hall is used for PE as well as other activities. In this situation care is exercised in the selection of activities so that injury from other non-sport equipment in the Hall is minimized. All equipment in the Hall is checked regularly by staff to ensure that it is safe to use. Whenever

there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

The Hall is also used for lunchtimes. Before the pupils have their lunch the Hall is set up and cutlery laid out. Pupils line up sensibly outside the Hall, take their lunch and remain seated unless told otherwise. The tables are checked before they are used. If there is doubt about the safety of the tables, they will not be used until such time as it has been repaired or replaced.

#### **4. Fire and Emergency Evacuation Procedures**

St. Anthony's School has a full Fire Procedure in place and all floors display the emergency evacuation route. This includes a primary and a secondary escape route. All fire exits are clearly labeled and fire routes and exits are kept clear. Fire drills are carried out each term and evacuation times are recorded. The logbook for the recording and evaluation of practice drills is kept in the Front Hall, next to the fire alarm panel. A full fire alarm system is in place with most areas covered by automatic detectors to ensure early warning at all times. Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the School.

Please refer to: Fire Safety Policy

#### **5. Fire Prevention Equipment**

Arrangements are made for appropriately qualified inspectors to regularly monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and testing of the fire alarm system. This information is kept in the Property Management File that is kept in the Foyer.

#### **6. Off-site Activities and Educational Visits**

For educational visits the following procedure will be observed:

- a) Careful planning of trips with prior visit made by organiser if necessary.
- b) Adequate evaluation of all health and safety factors involved.
- c) Adequate notice given to parents of all facets of the trip.

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of staff accompanying the trip.
- c) Accident and Emergency procedures.

Please refer to: Out of School Activities Policy.

#### **7. First Aid Procedures**

St. Anthony's School has a First Aid Policy and a several staff are either qualified first aiders or pediatric first aiders. Arrangements for first aid for sports are the responsibility of the supervising staff. Throughout both buildings, there are first aid boxes which are checked



regularly and first aid kits are taken to any sporting activity. Should any pupil require first aid they should be taken to the School Office. The accident book must be filled in for any injury, however minor, requiring treatment.

a) Medicines - kept in a locked cabinet and administered as directed.

b) Medicines Folder - detailing what has been given to whom, for the record.

All other staff hold basic certificates in First Aid and attend a refresher course every three years in October (last one October 2015).

All accidents and cases of work-related ill health are to be recorded in an accident book. The book is kept by the School Secretaries in the School office.

Please refer to: First Aid Policy and the Medicines Policy

## **8. Administration of Medicines**

School Staff should not administer any medicines, this should only be done by the staff in the School Office. In all cases appropriate parental or carer authority is required before office staff will administer any medication. All medicines will be kept in a locked cabinet and administered as directed. The Medicine Form will be completed detailing what has been given to whom for the record. This will be kept in the Medicine Folder.

Should there be a pupil who suffers from a chronic condition, such as epilepsy, ADD/ADHD or has an allergy and requires an epi-pen staff are authorized to administer this medication. However parental or carer authority is required before staff can administer such medication.

Photographs and names of pupils with allergies are displayed in the kitchen so catering staff know which pupils have dietary requirements. All staff will have a list detailing all pupils who have any allergies, dietary requirements and medical needs.

Please refer to: First Aid Policy

## **9. Accident Recording, Reporting and Investigation**

All accidents will be recorded in the accident book. The original copy is kept in the accident folder in the School Office and a copy is sent home. The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

The Health and Safety Committee review the accident books on a termly basis and discuss any action that can be taken to reduce accidents.

## **10. Reporting Procedures to RIDDOR**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE) and Alpha Plus Head Office. At St. Anthony's School we seek advice from Law at Work before any accident is reported to the HSE.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should

an accident be reportable to RIDDOR this can be done via the RIDDOR Incident Contact Centre (ICC). Before this stage Law at Work will have been contacted for advice.

RIDDOR Duty Officer: 0151 922 9235

The following must be reported:

Death

Major injuries

Over three-day-injuries

An accident causing injury to pupils, members of the public, or other people not at work

A specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

Please refer to: Alpha Plus Health and Safety System for more information about RIDDOR

## **11. Catering and Cleaning**

At St. Anthony's School catering is carried out by Brookwoods and cleaning in the school is carried out by Julius Rutherford. They are responsible for risk assessments, environmental health and other health and safety requirements required for these activities.

## **12. Control of Vehicles**

St. Anthony's School uses coaches to transport pupils to and from sports lessons, fixtures and educational visits. These coaches wait and park down the street, in a designated safe area and pupils walk to the coaches. Coaches will also drop off at the same point.

## **13. Security of Site**

The School has taken all reasonable steps to prevent unauthorised entry to its premises. Visitors are required to contact reception via intercom to identify themselves before being permitted to gain access to the school. A badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether or not they should be on the premises. All visitors are required to sign in on entering the building and sign out on leaving. The visitors' book can be found in the School Office.

Closed circuit television is installed on the site and buildings are protected by intruder alarms. The School is locked at all times during the day and is locked at night.

## **14. Machinery and Plant**

Maintenance on all the school equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- a) Annual Checks on Electrical Equipment.
- b) Annual Service of Fire Extinguishers.
- c) Annual Service of Heating and Ventilating Equipment.
- d) Annual service of Catering Equipment.
- e) Five yearly checks on Fixed Wiring Installations.
- f) Checks on Fire Alarm are under contract (Spy Alarms).

## **15. Classrooms and General Areas**

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The school endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector. Any maintenance problems are reported to the Premises Manager by email or phone, or by writing in the maintenance book which is located next to the school office.

## **16. Other Areas**

The school keeps all areas under review to establish whether any action is required to ensure that optimum conditions are maintained.

## **17. Noise**

Due to the size, age of pupils, materials and location the noise levels within the school do not need to be monitored. Where applicable and necessary the school will take the following action in order to minimise its effect:

- 1) Equipment is looked at carefully to establish whether reductions in noise levels can be made.
- 2) Where it is not possible or practical to reduce the noise level reduction in exposure time and the use of hearing protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

## **18. Waste Disposal**

The disposal of normal waste is carried out by Camden Council. This happens three times per week. Specialist contractors are employed to dispose of chemicals, taking due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991.

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

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the school will request contractors to bring their own PPE. Where PPE is required for an activity then the school will assess and provide the necessary equipment. All staff members are required to wear high visibility jackets when crossing the pupils between buildings.

## **20. Hazardous Substances**

Teaching staff are responsible for completing a COSHH assessment for any hazardous materials they use. The assessments are reviewed annually.

Brookwoods and Julius Rutheroord are external contractors that St. Anthony's School uses. The catering and cleaning company are responsible for ensuring that any products that they use have a written COSHH assessment. Copies of these assessments are kept in the Health and Safety file in the Bursar's Office.

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

a) Listing of Substances being used to establish whether they come under COSHH Regulations.

b) Carry out COSHH Assessment having regard to the following points:

1) Prevention or Control - ideally prevention by substitution of a non controlled substance, but if not possible control.

2) Control Measures to be adopted.

3) Maintenance of the Control Measures.

4) Monitor the situation to establish that the measures are effective.

5) Undertake Health Surveillance where relevant.

6) Carry out Instruction and Training to ensure the following are understood:

i.) Use of the substances, their handling, storage and disposal

ii.) Emergency Procedures

iii.) Methods of Control

iv.) Use of Personal Protective Equipment

c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Head of Department with assistance from the Bursar personnel as required.

## **21. Display Screen Equipment (DSE)**

The school, in line with The Display Screen Equipment Regulations 1992, carries out the following procedure where equipment is used that comes under the regulations:

a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.

b) If there is a 'user' carry out an analysis of the work station to assess risks to health and safety - work station includes display screen equipment, ancillaries, chairs, desks and immediate surrounding environment.

c) Implement any requirements established in b).

d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.

e) Provide eye and eyesight tests for the 'user' or any person about to become a user.

f) Provide appropriate eye and eyesight corrective appliances as necessary.

g) Train the user or any person about to become a 'user' on the health and safety aspects concerned with the use of the work station.

Please refer to Alpha Plus Health and Safety Systems folder for more information

## **22. Risk Assessments**

Risk assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999. The Assessment will establish the following:

a) The hazards associated with a particular activity.

b) The potential frequency and severity of an accident.

c) The control measures being employed to minimise the risk of an accident occurring.

d) Any further action to be taken to adequately control the hazard.

The risk assessments will be carried out by the person responsible for health and safety or school staff as appropriate and will be reviewed annually.

Please refer to Alpha Plus Health and Safety Systems folder for more information

### **23. Hot Drinks**

Staff should ensure that they only transport hot drinks around the school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. There should be no hot drinks in the classroom when pupils are present.

### **24. Movement around School**

Pupils should walk around the school in single file and stand in single file when waiting. When walking up and down the stairs pupils should keep to their left, holding the handrail where possible.

### **25. Manual Handling**

The school is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
  - i.) assistance from other personnel
  - ii.) use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. All staff are trained in manual handling.

### **26. Pregnant Workers and Nursing Mothers**

A risk assessment will be carried out and appropriate action will be taken to ensure she is not exposed to any significant risks, when necessary. This will be reviewed every trimester.

### **27. Working at Height**

The school is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. In order to ensure that the school complies with these regulations, the following will be taken into account:

- a) Working at height will be properly planned and organised.
- b) Those involved in Work at Height will be properly trained and competent.
- c) A risk assessment will be carried out to establish the correct access equipment.
- d) Equipment for Work at Height will be properly inspected and maintained. In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- a) Avoiding Work at Height if reasonable to do so.
- b) Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- c) Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

Please refer to Alpha Plus Health and Safety Systems folder for more information

### **28. Control of Contractors**

Please refer to Alpha Plus Health and Safety Systems folder for more information

### **29. Construction (Design and Management) Regulations 2007 (CDM)**

Please refer to Alpha Plus Health and Safety Systems folder for more information

### **30. Consultation with Employees**

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The school adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the school may consult by way of the Health and Safety Committee if deemed appropriate.

### **31. Violence to Staff**

The School is aware of its responsibilities with respect to protecting its staff from acts of violence either from pupils, parents or any other visitor on the school's premises. Generally the School does not have a problem with violence but should the situation change consideration will be given to training staff as appropriate in the correct way to react to such situations.

### **32. Stress**

The School is aware of the potential for stress to affect staff and has a policy to address this issue. This can be found on the staff shared area and also in the Alpha Plus Policy files which can be found on the Policies Portal

As part of a proactive approach, the policy has the following sections:

- a) General Position
- b) Recognizing Stress
- c) Causes of Stress
- d) Strategy for dealing with Stress

The Policy considers the effects of stress on staff and ways of ameliorating the situation.

### **33. Occupational Health**

It is the school's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the school's needs.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

### **34. Dealing with a Health and Safety Emergency**

The school is aware that an unexpected health and safety emergency can cause major disruption to its activities and can also affect the school's image and standing within the community if the situation is not handled in an appropriate way. In order to meet this potential eventuality and to ensure that the school and its staff are as prepared as it is possible to be, the school has devised a Crisis Management and Emergency Evacuation procedures. This details actions that various members of staff need to take to ensure that the emergency is dealt with in an appropriate and professional way in order to allow things to return to normal as soon as possible.

Please refer to: Crisis Management and Emergency Procedures

### **35. Monitoring Policy**

The Health and Safety Policy will be monitored on an ongoing basis by the Bursar and Headmaster.

### **36. Smoking**

St. Anthony's is a non-smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises is against the code of conduct.

### **37. Electrical Safety**

St. Anthony's School has current electrical installation certificates and regular portable electrical testing is carried out on all electrical equipment. All electrical equipment in classrooms e.g. computers, projectors, printers, etc. and in the kitchen are switched off at the end of the day.

### **38. External Advisors for Health and Safety**

At St. Anthony's School external consultants are used to monitor certain aspects of health and safety within the school. Law at Work are a point of contact should there be any advice needed on health and safety. The following external consultants are used:

- structural surveyors are retained to give advice on the external fabric of the school;
- engineers monitor and service the school's plant, equipment;
- all gym equipment, where necessary, is serviced;
- the Environmental Health Officer comes into the school to inspect the catering and cleaning of the premises. This is organised by the Catering Manager;
- pest control companies will inspect and organise pest control within the school every four to six weeks;
- professional fire safety assessment is undertaken annually
- in addition to weekly fire alarm tests, the alarm system, together with smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor;
- an external legionella risk assessment is carried out. This is checked monthly;
- the school maintains an asbestos register and the Headmaster/Bursar/Premises Manager are responsible for ensuring this is kept up to date. An asbestos check is carried out before any major work takes place;
- Qualified electrical engineers will inspect and maintain electrical installations within the school. There are current electrical test certificates for all areas of the school. NICEIC qualified electrical engineers are used to maintain and inspect electrical installations all of which are RCB protected and meet the requirements of BS 7671 IEE wiring regulations;
- All work on gas boilers and appliances are carried out by registered Gas Safe Engineers;
- All lighting protection and earthing conforms to BS 6651-1999 or BS EN 62305. It is tested annually by a specialist contractor;
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction Design Management (CDM) Regulations 1994 whenever major work is undertaken.



# HEALTH AND SAFETY POLICY STATEMENT FOR EMPLOYEES

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

## ALPHA PLUS GROUP LTD relating to St. Anthony's School

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities, to protect our employees and others using our buildings who may be affected by our activities, and visitors
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

Graham Able  
(Chief Executive)

Date May 2016                      Review date May 2017

The full Health and Safety Policy Statement can be found on the policies portal.

### RESPONSIBILITIES

Overall and final responsibility for health and safety is that of

The Chief Executive, Alpha Plus Group Ltd

Day to day responsibility for ensuring this policy is put into practice is delegated to

The Headmaster

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## HEALTH AND SAFETY RISKS

Risk assessments will be undertaken by

Relevant employees at the school, using the Alpha Plus Group templates.

The findings of the risk assessments will be reported to

The Headmaster and the H and S Committee

Action required to remove/control risks will be approved by

The Headmaster/Bursar

Who will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed

Annually.

Please see the full Risk Assessment Policy, which is available on the Policies Portal.

## CONSULTATION WITH EMPLOYEES

Employee representatives are members of the Health and Safety Committee which meets on a termly basis. In addition to other relevant matters, the Committee will:

- review recent risk assessments
- review the actions taken to remedy any identified risks

Consultation with employees will take place

Throughout the year at staff meetings

## SAFE PLANT AND EQUIPMENT

Law at Work

will be responsible for identifying all equipment/plant needing maintenance.

Law at Work

will be responsible for ensuring that all identified maintenance is implemented.

Portable electrical equipment is tested annually by

the appointed contractor

Any problems found with plant/equipment should be reported to

The Bursar, who will report it to the Director of Property.

## **SAFE HANDLING AND USE OF SUBSTANCES**

Law at Work together with the school and appointed contractors,  
i.e. cleaners

will be responsible for identifying all substances which need a COSHH assessment.

Law at Work together with the school and appointed contractors,  
i.e. cleaners

will be responsible for undertaking COSHH assessments and for ensuring that all actions identified in the assessments are implemented.

Note: the risks must be assessed from all substances hazardous to health, including cleaning materials, laboratory chemicals etc.

Assessments will be reviewed

Annually

## **INFORMATION AND INSTRUCTION**

A Health and Safety Law poster is displayed

In the Junior and Senior House/

Health and Safety information for new staff will be arranged by

The Bursar

who will, as required, arrange for appropriate training to take place.

All accidents and cases of work-related ill health are to be recorded in an accident book. The book is kept by

The secretaries in the School office

## MONITORING

The Health and Safety Committee will

- check working conditions and systems of work as necessary
- investigate any accidents or work-related sickness absences

## EMERGENCY PROCEDURES - FIRE AND EVACUATION

The Headmaster

is responsible for ensuring the fire risk assessment is undertaken and implemented and for organising at least one fire practice a term.

Maintenance of fire extinguishers takes place annually by

Chubb.

organised by the Premises Manager.