

## The Saint Benedict Academy

### HEALTH AND SAFETY POLICY

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Edited by	Matthew McCowen – 01/12/2018
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Date reviewed by Trustees	19 <sup>th</sup> December 2019
Review date	December 2020
Name of Designated Member of Staff	Maria Platt

#### 1. General

- 1.1 The Trustees are committed to creating a healthy and safe environment at the Saint Benedict Academy. They accept that they have the final responsibility to take all reasonable, practicable steps to secure the health and safety of pupils, staff and visitors; and that they are not exposed to unnecessary risks to their health and safety.
- 1.2 The aim of the Trustees is, "To provide a safe and healthy working and learning environment for staff, pupils and visitors."
- 1.3 The arrangements outlined in this statement cannot prevent accidents or ensure safe and healthy working conditions. The Trustees believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. So far as reasonably practicable the Trustees will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the premises or while taking part in SBA activities.

#### The Duties of the Trustees

2.1 In the discharge of its duty the Trustees will:

- a) make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1992 (SI 1992 No.2051)
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout SBA
- c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- d) identify and evaluate all risks relating to accidents, health and SBA activities
- e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

2.2 In particular the Trustees undertake to provide:

- a) a safe place for staff and pupils to work including safe means of entry to and exit from
- b) plant, equipment and systems of work which are safe
- c) safe arrangements for the handling, storage and transport of articles and substances
- d) safe and healthy working conditions
- e) supervision, training and instruction so that all staff and pupils can perform their SBA-related activities in a healthy and safe manner. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the trustees will ensure within the financial resources available that such training is provided. Pupils will receive such training as is considered appropriate to the activities which they are carrying out
- f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision

2.3 So far as is reasonably practicable trustees will make arrangements for all staff, including temporary and voluntary staff and helpers to receive comprehensive information on:

- a) this policy
- b) all other relevant health and safety matters

**The Duties of the member of staff designated to have overall day to day responsibility for the implementation and operation of the health and safety policy of SBA**

3.1 The Trustees will designate a member of staff to have overall day to day responsibility for the implementation and operation of the health and safety policy of SBA. This member of staff will keep the Trustees informed of any issues that arise connected with the health and safety of staff and pupils at SBA and will make sure that the policies agreed by the trustees are implemented.

3.2 In particular the designated member of staff will:

- a) monitor the health safety and welfare of staff, pupils and others using the premises or facilities or services or attending or taking part in SBA activities
- b) ensure safe working practices and procedures throughout SBA.
- c) ensure that staff and pupils are given instruction in safe working practices
- d) ensure that reasonably practicable steps are taken to prevent the unauthorised or improper use of equipment

- e) ensure that corrective action is taken where necessary to ensure the health and safety of all staff pupils and others
- f) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- g) carry out an overall risk assessment of the premises and submit to the Trustees (see section 4.1)
- h) carry out regular safety assessments to allow the prompt identification of potential hazards (see section 4.2)
- i) ensure that any defects in the premises, its equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- j) identify any training needs for staff and pupils
- k) encourage staff, pupils and others to promote health and safety
- l) report, as appropriate, any health and safety concerns to the appropriate individual
- m) encourage all staff to suggest ways and means of reducing risks
- n) ensure that contractors conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- o) collate accident and incident information and when necessary carry out accident and incident investigations

### **The Risk Assessments and Safety Assessments**

4.1 The Risk Assessment should be carried out at least annually and when new premises are being used. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. It should involve a general assessment of risks including, but not necessarily limited to:

- a) Arrival and departure of staff and pupils including road safety
- b) Safe storage of any hazardous substances
- c) Safety of any electrical and gas appliances
- d) Potential hazards from other stored items such as stacked chairs
- e) Potential access of pupils to hazardous areas, such as cooking areas, electrical service panels, etc.

4.2 The Safety Assessment should be carried out more frequently and is a quick way to ensure that if hazards arise day to day that they can be quickly identified and dealt with. It should include things like:

- a) Objects obstructing the fire exits
- b) Cleaning cupboards left unlocked
- c) Objects that could topple or slip

4.3 The Risk Assessment (4.1) should be used in the following ways:

- a) Where material change is practicably possible, given the resources available, and would significantly reduce risk, this should be arranged by the trustees.
- b) Where material change is not possible, but minor changes could be made to reduce risk, these should be arranged.
- c) Where neither of these are possible, but a policy or code of practice could be introduced to reduce risks, this should be done and all relevant staff and pupils should be made aware of it.
- d) The risk assessment and any changes and codes of practice should be assessed by the Trustees for a final assessment of the suitability of the premises and a final decision on their use.

### **The Duties of All Members of Staff**

- 5.1 All staff should take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- 5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk
- 5.3 In particular all members of staff will:
  - a) be familiar with the health and safety policy of SBA
  - b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
  - c) not make unauthorised or improper use of plant machinery and equipment
  - d) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled

- e) report any defects in the premises, plant, equipment and facilities, which they observe
- f) take an active interest in promoting health and safety and suggest ways of reducing risks

### **Contractors and Others**

- 6.1 The designated member of staff will seek to ensure that contractors and others who use the premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- 6.2 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the health and safety at Work Act etc 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.
- 6.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the staff will take such actions as are necessary to protect staff and pupils from risk of injury

### **Fire Risk Assessment and Emergency Plans**

- 7.1 For details see the separate Fire Safety Policy.

### **First Aid**

- 8.1 There will always be the correct number of certified first aiders present.
- 8.2 Members of staff will receive training in first aid in order to obtain the relevant knowledge and certification and to ensure that there are adequate numbers of certified first aiders for the number of pupils.
- 8.3 Supplies of first aid material will be readily available. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 8.4 A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the premises or as part of an SBA activity.

### **Review**

- 9.1 The trustees will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.