

CARDINAL NEWMAN CATHOLIC SCHOOL HEALTH AND SAFETY POLICY

AIM

To provide a safe and healthy working and learning environment for staff, students and visitors.

GENERAL STATEMENT OF INTENT.

In accordance with the Health and Safety at Work Act 1974, it is the duty of an employer to have an up-to date written statement of Health & Safety policy, including the arrangements for carrying out that policy. The statement and any revisions must be brought to the attention of the employees. The Brighton & Hove City Council s Education Department s Health & Safety Policy Statement is complemented by a policy statement made by the school (this document) and by policy statements from those curriculum teams with particular risks such as Science, Design Studies and Physical Education.

The Management of Health and Safety at Work Regulations 1992 came into force on 1 January 1993. The regulations make the general employer duties set out in the Health & Safety at Work Act 1974 more explicit and also require that a management system is in place to identify all hazards and to eliminate or reduce risk in the workplace.

Members of the school staff must make a commitment to promote safe and healthy working conditions and procedures. It is the duty of all staff to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work. Staff in the higher risk curriculum areas referred to above must be familiar with their curriculum team s particular safety policies and procedures and any technical appendices. They must check their compliance with these documents by periodic reference to them; they must follow their provisions and co-operate with other members of staff in promoting health and safety.

A copy of the Brighton & Hove City Council s Education Department s Health & Safety Policy is held by the school s Health & Safety Officer (Director of Finance and Human Resources); the school s policy statement (this document) has been issued to all staff, and policies relating to particular curriculum teams are issued to staff in those teams.

All staff are required to read this document, sign the attached declaration and return this to the Director of Finance and Human Resources.

Signed:..... May 2005
P J Evans Headteacher

Staff Declaration.

I have read and agree to comply with the statements in the Cardinal Newman Catholic School and Sixth Form College Health & Safety Policy.

I understand that any accident occurring on the school site must be recorded in the Accident Book which is located in the Medical Centre.

Name:

Signature:

Date:

Please sign and return this declaration to

DEBORAH WHITMORE (Director of Finance and Human Resources) as soon as you have read the Health & Safety Policy document.

MANAGEMENT OF HEALTH & SAFETY.

1. Health & Safety - Allocation of Functions/Responsibilities.

Level 1

A. Headteacher:

on behalf of the Governors, undertake overall responsibility for all Health & Safety matters in the school, and for liaison with the Governors on policy issues.

B. Health & Safety Officer (hereafter known as the Director of Finance and Human Resources):

- a) liaise with the Local Education Authority (LEA) on policy issues;
- b) liaise with the chair of the school Health & Safety Committee and ensure that policy is implemented;
- c) ensure that problems in implementing the Health & Safety Policy are reported to the LEA;
- d) investigate incidents and ensure that they are reported to the LEA;
- e) provide safety information to staff and students;
- f) receive information regarding Health & Safety INSET courses from Deputy Head (Staff Development), and pass on to appropriate staff;
- g) receive requests for safety-related INSET relative to their subject areas from Heads of Departments, and liaise with the Deputy Head responsible for staff development and LEA

Health & Safety advisers to ensure to see that these needs are met;

- h) monitor compliance with Health & Safety regulations in individual curriculum areas, carrying out audits as appropriate;
- i) carry out and advise on school risk assessments;
- j) report on safety issues to the Headteachers and Governors, through the committee structure;
- k) keep records on whole-school Health & Safety matters;
- l) ensure that special events, school performances, etc., are arranged in accordance with Health & Safety requirements;
- m) ensure that all school visits and off-site activities are conducted in accordance with the appropriate Health and Safety guidelines in accordance with the school's Trips and Activities Policy;
- n) carry out school Health & Safety Inspections with a union Health & Safety Representative on a termly basis;
- o) monitor the safety standards of contractors on site.

Level 2

A. Heads of Departments:

- a) organise risk assessments for activities requiring them, devise safe systems of work for all staff in their respective areas, and check that they are correctly followed;
- b) review all procedures at least annually;
- c) arrange for staff who work in their respective areas to be informed about Health & Safety matters and to be appropriately trained;
- d) arrange for the safety induction of all new staff;
- e) act on reports from level 3 within an agreed timescale and report problems to level 1.
- f) organise and monitor the system of termly classroom audits carried out by staff allocated responsibilities for certain areas.

B. School Matron/Medical Centre:

- a) ensure that support staff administering first aid and medicines follow all correct procedures, and complete when necessary the appropriate accident/incident report forms to be forwarded to the LEA;
- b) ensure that all such staff are appropriately trained, and that their further training needs are reviewed at least annually.

C. Premises Manager:

- a) ensure that all requests for maintenance, repair and modification to equipment and machinery, received from the Director of Finance and Human Resources and staff, are actioned within an appropriate timescale;
- b) ensure that arrangements for letting of the school premises are made with due regard for Health & Safety;
- c) ensure that the procurement, installation and commissioning of new equipment are carried out within appropriate Health & Safety guidelines;
- d) ensure that contractors are aware of and comply with the requirement of this Policy and that safe working practice is agreed before work begins.

D. Reception Staff:

- f) ensure that there are arrangements for keeping records of visitors to the school, and for ensuring that visitors receive such safety information as is appropriate.

Level 3 - Staff

- a) check that classroom/workshop/work area is safe;
- b) visually check that equipment is safe before use;
- c) ensure that safe procedures are followed;
- d) ensure that protective equipment is used, where appropriate;
- e) report defects, problems and hazards to Level 2;
- f) carry out specific tasks as appropriate e.g. first aid, completion of accident/incident reports, membership of Health & Safety committee.

2. Accidents, Incidents and First Aid.

2.1 Notices giving the locations and hours of work of the school's first-aiders are displayed in the staff handbook, Reception Office, Medical Centre and in the Staff Room.

2.2 The Reception Office holds a record of all current first-aiders and appointed staff. It is the responsibility of first-aiders and appointed staff to see that they are re-certificated as necessary.

2.3 The names of the members of staff with a first-aid qualification and a first-aid box are published in the Medical Centre, and the Reception Office. These staff are responsible for keeping the contents of these boxes complete using materials provided by the management.

2.4 If an accident or incident occurs which causes a minor injury to a student (cut finger, etc.), the student should be sent to the Medical Centre. There should not normally be any need for another student to accompany the casualty.

2.5 If the accident or incident is more serious, and it is not possible for the student to make his/her way to the medical room, then the First-Aid Officer or, if not available, the nearest qualified staff first-aiders should be contacted by telephone or messenger, and asked to attend. (For a list of qualified first-aiders see **Appendix A**)

2.6 The Matron or first-aider will administer whatever first-aid is appropriate, and call an ambulance and contact parents if necessary, in accordance with the Medical Centre Policy.

2.7 If emergency cleaning, making safe or closing off is needed at the site of the accident or incident, the Director of Finance and Human Resources, Premises Manager or a Caretaker must be contacted, and they will deal with the matter.

2.8 The Matron or first-aider is responsible for seeing that the necessary accident/incident report form is completed. These forms will be countersigned by the Director of Finance and Human Resources and dealt with according to LEA policy.

2.9 The Director of Finance and Human Resources will investigate the accident, if necessary, in liaison with the Premises Manager and/or appropriate Head of Department, and decide whether measures need to be introduced to prevent a recurrence. The Director of Finance and Human Resources will inform the Headteacher of the outcome of such investigations

2.10 All residential school visits must have a first-aider, of at least „appointed person status, amongst the accompanying staff. First-aid boxes will be kept purely for the purpose of taking on school trips, and these will be available from the Medical Centre. It is desirable that non-residential visits should have a first-aider, and the decision as to whether a first-aider should accompany a trip will be taken by the Director of Finance and Human Resources in conjunction with the Critical Incident Team (CIT) member and teacher who is in charge of the visit.

2.11 Hirers of school premises will be advised in writing by the Premises Manager at the time when the hiring arrangements are made of the location of accessible telephones for emergency use, both those on the premises and public payphones immediately outside the premises. A mobile telephone number of the Caretaker on duty will be provided.

2.12 In the case of any violence towards staff from students, visitors, parents or intruders, a member of the Senior Leadership team should be summoned by the fastest practicable means. They will deal with the incident, and any further action which may be required, e.g. completion of a Violence Report, having due regard to the guidance contained in the LEA Policy Statement on Violence at Work.

2.13 All incidents in the school will be monitored by the Director of Finance and Human Resources who will endeavour to identify trends and put in hand any necessary accident identification programme.

3. Housekeeping and Premises.

3.1 The cleaning specification will be kept under review by the Director of Finance and Human Resources, in liaison with the Premises Manager, with responsibility for the fabric of the buildings. Any Health & Safety related problems will be taken up with the Cleaning Supervisor monitoring of the cleaning is the responsibility of the Premises Manager, who reports to the Director of Finance and Human Resources.

3.2 Where there are hazardous areas which require specialised cleaning procedures, the relevant Head of Department will liaise with the Premises Manager if there are problems.

3.3 The procedure for the safe disposal of first-aid waste is to seal it in a plastic bag prior to placing it in a special bin.

3.4 It is the responsibility of Heads of Departments to see that access to storage facilities is adequate, and that step ladders are available if needed. If there are problems with access, or the availability of access equipment, they should report the matter to the Premises Manager. Ladders should not be used by staff who have not completed training in the safe use of ladder equipment.

3.5 All exits from rooms and the buildings must be kept clear of obstructions at all times, as must corridors and stairways. It is the responsibility of teaching staff and Heads of Departments to ensure that subject areas and adjacent corridors are kept clear, and of the maintenance team to ensure that corridors and external doors are clear.

3.6 Any damaged or slippery floor surfaces or floor coverings must be reported to the Premises Manager, or the Director of Finance and Human Resources with responsibility for the fabric of the buildings. Floor surfaces which have been made hazardous by spillage and require urgent cleaning must be reported immediately to the Premises Manager, who will arrange for a member of the maintenance staff to take remedial action.

3.7 Where staff need to gain access to places which cannot be reached from floor level, a step ladder must be used. On no account must staff stand on chairs or tables. The only step ladders for general use are low ones, with a maximum of four treads. High step ladders and scaffolding towers are only for the use of the maintenance staff, who must have received training in the correct use of access equipment.

3.8 The whole school site is a no-smoking area. This includes outdoor areas as well as buildings, and applies to all persons on the site, including contractors, visitors, hirers, etc.

3.9 Any maintenance repairs will be entered on the Premises Defect Report forms which are available in the Staff Room Kitchen. The Premises Manager will maintain a record of all defect forms and arrange for the work to be carried out by the maintenance team. The Premises Manager will monitor the completion of such tasks and repairs.

3.10 Any safety hazard or potential safety hazard seen by a member of staff should be reported to the Director of Finance and Human Resources or Premises Manager using the Health & Safety Record book which is stored in the Staff Room Kitchen. The Premises Manager will liaise with the Director of Finance and Human Resources to act on such reports and ensure remedial action is taken in an appropriate time. The Health & Safety Record book will be checked daily by the Premises Manager or a member of the caretaking team.

3.11 The Premises Manager, in conjunction with the Director of Finance and Human Resources and the Headteacher, will ensure that there are sufficient signs to guide people around the site, that every room in the building has a sign giving directions to the fire escape route, and that the routes themselves have distinctive signing.

3.12 It is the responsibility of the relevant Heads of Departments to ensure that safety signs are displayed alongside machines, laboratory equipment, etc.

3.13 All motor vehicles should access the site via the lower entrance or the upper entrance in The Upper Drive and report to the Reception. No vehicle should enter the site via the Middle Gate (except for refuse collection vehicles, skip-hire vehicles and contractors working within this area). The only exceptions are fire, ambulance and police vehicles, and delivery vehicles where access to another part of the building is vital.

3.14 Parking on the site is permitted only in the marked spaces. Parking is restricted to bays and staff may not park in unmarked areas which could prevent access by the emergency services and prevent safe movement around campus by students, staff and visitors.

3.15 The Premises Manager will be responsible for ensuring that external paths, walls, fences and outdoor furniture and equipment are maintained in a safe condition, and that exterior lighting is functioning efficiently.

4. Electricity at Work.

4.1 All items of portable electrical equipment (e.g. those items fitted with a 13 amp plug) on the premises are recorded by the Heads of Department (Equipment register).

4.2 Certain equipment, fixed and portable, must be given an annual check by a suitably qualified contractor and/or member of staff. A report and record detailing the checks made and any resultant recommendations will be kept by the Premises Manager and considered by the Director of Finance and Human Resources, who will be responsible for ensuring that any necessary remedial action is taken.

4.3 Where temporary circuits are being set up (e.g. for music or drama presentations) the member of staff in charge of the production is responsible for asking for them to be checked by a qualified person.

4.4 It is the responsibility of the Premises Manager to organise that the safety of the school's electrical installation is checked at least every five years by a qualified person, and that the date of this check is recorded.

5. Machinery and Equipment.

5.1 Lists of machinery and equipment in use at the school will be held by the appropriate Head of Department, the Director of Finance and Human Resources and ICT Technical Support Manager

in the case of equipment used by the administrative staff and the Premises Manager of equipment used by the maintenance staff.

5.2 There must be written procedures for the safe operation of machinery, and if there are authorised users for particular pieces of equipment, their names must be recorded. Training must be provided for new members of staff who are required to operate machinery. It is the responsibility of the Head of Department (or Director of Finance and Human Resources/Premises Manager in the case of machinery used by administrative or maintenance staff) to ensure that machinery and equipment is used safely and is correctly guarded.

5.3 Relevant Heads of Departments and the Director of Finance and Human Resources must ensure that systems are in place to enable authorised users of machinery in their respective areas to report maintenance problems. They must also ensure that machinery in their areas receives a safety check, if necessary by a qualified external contractor, at least once a year. The documentation related to these checks must be dated and stored by the Head of Department or Director of Finance and Human Resources as appropriate.

5.4 In those parts of the Design Technology area where dust produced by machines could be a Health & Safety hazard it is the responsibility of the Head of Department to see that suitable

dust control systems are in place and functioning correctly. Equipment must be checked annually.

5.5 It is the responsibility of the Science Head of Department to see that fume cupboards are functioning correctly and that they are tested at least annually. The dates of these tests must be recorded.

5.6 In curriculum areas where machinery is used by students, it is the responsibility of the Head of Department to see that systems are in place to ensure that students are adequately trained, that they use safe systems of work, and that they are adequately supervised.

6. Hazardous Substances.

The Control of Substances Hazardous to Health Regulations 1994 (COSHH Regulations) aim to reduce occupational ill health by setting out a framework for controlling exposure to substances hazardous to health.

Examples of substances covered by the regulations are:

- a) specific chemicals (e.g. sodium hydroxide);
- b) proprietary substances (e.g. Bostik glue, Milton bleach);
- c) micro-organisms (e.g. Salmonella);
- d) dusts (e.g. wood dust, pottery dust).

6.1 Hazardous substances will be labelled and stored in accordance with the

COSHH Regulations.

6.2 Heads of Departments and Managers of areas using such substances will ensure procedures are in place which will:

- a) assess risks to personnel;
- b) prevent or control exposure;
- c) test and review the control measures;
- d) monitor exposure;
- e) provide health surveillance;
- f) provide COSHH related information and training for new and present staff.

6.3 Heads of Departments will ensure COSHH risk assessments and measures are recorded and, where used in classroom activities, incorporated into schemes of work.

6.4 The LEA has produced risk assessment information for a variety of proprietary cleaning and maintenance substances. Substances not included in this risk assessment system are not to be used.

6.5 The Premises Manager will ensure that contractors using hazardous substances on site have appropriate risk assessments and are storing and using such substance in line with COSHH regulations.

6.6 Heads of Departments in liaison with the Deputy Head (Staff Development) and Premises staff, must ensure they receive COSHH training appropriate for the substances used in their curriculum area.

7. Visual Display Units.

The Health & Safety (Display Screen Equipment) Regulations 1992 came into force on 1 January 1993.

These regulations require that all VDU workstations should be assessed for risk by a competent person and brought up to standard by 31 December 1996.

7.1 The ICT Technical Support Manager and ICT Support Staff will be responsible for the assessment of workstations to ensure that they comply with the Health & Safety (Display Screen Equipment) Regulations 1992.

7.2 The ICT Support Staff will be responsible for seeing that any necessary adjustments are put in hand and that any extra equipment required is obtained, in liaison with the Head of ICT and Director of Finance and Human Resources.

7.3 Staff who operate VDU terminals for a substantial part of their working time will be required to undergo visual acuity screening which will be organised by the Technical Support Manager with the LEA s Occupational Health Adviser.

7.4 Concerns have been expressed over the possible ill effects of VDU work in pregnancy. The Health & Safety Executive advise that emissions from a VDU do not harm an unborn child. However, any pregnant member of staff who is operating a VDU and is concerned about possible ill-effects is invited to contact the County s Occupational Health Adviser, directly and in confidence.

7.5 Members of staff who operate VDUs and have concerns about any health problem which they think may be affected by or connected with their VDU work should in the first instance discuss the problem with their supervisor or the Director of Finance and Human Resources. The County Occupational Health Adviser and staff s own doctor are also available to offer advice and/or reassurance.

8. Noise at Work.

The Noise at Work Regulations 1989 were introduced on 1 January 1990. The Regulations require employers to have noise assessments carried out where employees are likely to be exposed to 85 decibels or more, or a peak sound pressure of 200 Pascals.

8.1 It is the responsibility of Heads of Departments to report to the Director of Finance and Human Resources any areas where there is a noise risk. The Director of Finance and Human Resources will arrange for a noise assessment to be carried out.

8.2 In liaison with all staff involved the Director of Finance and Human Resources will endeavour to plan an appropriate programme of noise reduction. The noise will be reduced at source if possible; if that is not possible, or if it does not present a complete solution, appropriate ear protectors will be purchased.

8.3 Ear protection zones will be marked with notices, and it will be an absolute requirement of staff that they wear the hearing protection provided at all times when they are in the zone and the noise risk is present.

9. Fire and other Emergency Arrangements.

The Fire Precautions (Workplace) Regulations 1997 require employers to:

- a) assess the fire risks in the workplace;
- b) check that a fire can be detected in a reasonable time and that people can be warned;
- c) check that people who may be in the building can get out safely;
- d) provide reasonable fire fighting equipment;
- e) check that those in the building know what to do in the case of fire;
- f) check and maintain their fire safety equipment.

9.1 The fire risk assessment will be an integral part of the termly audit carried out by the Premises Manager and caretaking staff.

9.2 The school's Emergency Procedure Arrangements are set out in the Staff Handbook. (See Critical Incident Policy).

9.3 Fire drills will be held at least once per term. The Head Teacher will record the dates on which they take place and the Director of Finance and Human Resources will monitor their progress.

9.4 It is the responsibility of the Premises Manager to ensure that Fire Extinguishers are regularly checked. Each extinguisher is marked with the date of its last check.

9.5 There is a contract with outside specialists to check the school's fire alarm system on a quarterly basis. In addition, the Maintenance Technicians have a rolling programme for checking individual fire alarm buttons on a weekly basis.

9.6 A Fire Officer from the County Fire Brigade inspects the buildings at yearly intervals, and submits a written report which is considered by the Premises Manager and Director of Finance and Human Resources. They will make recommendations for appropriate remedial action to the Head Teacher.

9.7 When events, productions, etc., are taking place at the school, it is the responsibility of the Caretaker on duty to check that all emergency exit lights are functioning correctly and that all relevant exit doors are unlocked.

10. Letting of Premises.

10.1 When parts of the school premises are being hired for evening or other activities, the Premises Manager will ensure that the area which is being let is safe and suitable for the activity.

10.2 If it is decided that safety considerations require any special rules and procedures to be followed by the hirers, these requirements will be put to the hirers in writing, and they will have to provide written assent to these arrangements as a requirement of the let being allowed to go ahead.

10.3 The hirers will be provided with a standard letting form/contract giving the location of telephones, and information regarding fire and emergency procedures. They will also be informed that any accidents or incidents must be reported promptly to the school, so that the appropriate reports can be made to the LEA.

10.4 Where lets involve the use of equipment (e.g. gym equipment) the Premises Manager must be satisfied of the competence of the hirers to ensure that the equipment is used in a safe manner.

10.5 Lets will not be authorised which involve the use of machinery (e.g. in Design Studies).

11. Staff Information and Training.

11.1 The school has a duty to ensure that all members of staff receive adequate information and training to enable them to carry out their duties safely. To this end, the annual survey of staff training needs which is conducted by the Deputy Head with responsibility for staff development will seek specific information regarding safety training.

11.2 These needs will be shown on the school's training plan, and records will be kept by the Deputy Head of the safety courses which have been undertaken. Needs for refresher/re-certification training will be logged, and provision made for the appropriate courses at the relevant time.

11.3 Information will be provided to staff by this policy document, and by input to staff meetings and staff briefings relating to matters of safety. Where appropriate, new advice and information will be disseminated by means of the staff bulletin.

11.4 The provision of safety signs and notices will be reviewed at least annually by the Premises Manager, in conjunction with the Director of Finance and Human Resources.

11.5 Codes of safe working practice will be provided to appropriate Heads of Department by the LEA, and the Heads of Department will ensure that they are passed on to the appropriate staff in their teams and that if necessary the contents are discussed and clarified at Curriculum Team meetings.

12. The Role of the Governing Body.

12.1 Members of the Governing Body will be provided with and will make themselves familiar with copies of "The Responsibilities of School Governors for Health and Safety" (HSE books) and of this document.

12.2 The Governors will receive, via the regular Head Teacher's reports, information relating to safety matters in the school and, where appropriate, to complete inspections. An inspection of all school facilities must be completed by the Health & Safety Committee annually and a record of the inspections will be held in the Director of Finance and Human Resources's office.

12.3 The Governors will receive training in their health and safety responsibilities as a part of the continuing programme of governor training arranged by the LEA.

12.4 One Governor will sit on the Health & Safety Committee (see terms of reference).

13. Educational Visits and Other Off-Site Activities.

13.1 All school visits will be planned and conducted in accordance with the school's visits policy and with the LEA Safety Guidelines for School Visits.

13.2 Members of staff who wish to arrange a visit must apply to the Headteacher, using the School Trips form. This Headteacher will consider the request, having regard, inter alia, to the competency of the staff to lead the trip.

13.3 Where the trip is to an activity centre, safety standards at the centre will be assessed by the party leader, in conjunction with the CIMT, following the guidance given in the LEA Guidelines for School Visits. This may well involve a preliminary visit to the Centre.

13.4 If the trip is approved, his/her consent form will be returned to the teacher in charge of the trip. They will draw the attention of the leader to the Education Department Safety Guidelines for School Visits, and in the case of a residential trip, he/she will provide the leader with a copy of these guidelines to have on loan until the trip is completed.

13.5 Two members of the Senior Leadership Team act as emergency contacts for all residential visits.

One of these will normally be the Director of Finance and Human Resources. They will also act as emergency contact for day visits, where the group is scheduled to return after 16.00.

13.6 For all residential trips, parents/carers will be required to complete a consent form. On this they will be asked to give information relating to any health problems of their son/daughter. Where medication has to be administered to pupils, written details must be provided to the party leader, using the appropriate form. All residential visits must have among the staff a qualified first-aider of at least "appointed person" status. It may be desirable for a first-aider to accompany day trips: this will be decided by the Headteacher in consultation with the group leader.

14. Monitoring of Health & Safety Standards.

14.1 Safety standards will be monitored by a group consisting of the Governor (Health & Safety), the Head Teacher, the Director of Finance and Human Resources and the Premises Manager. They will meet as required, but at least annually. They will examine accident/incident reports, and they will check that test records are up to date. They will make recommendations to the Finance and General Purposes Committee regarding the prioritisation of the financial implications of any remedial action required.

14.2 Staff will also be provided with form which they can use to report to the Premises Manager matters which concern them. These are stored in the Staff Room.

14.3 The Premises Manager, Director of Finance and Human Resources and Health & Safety Committee and Union Safety representative will conduct termly inspections of the premises.

14.4 The Director of Finance and Human Resources will liaise with the Deputy Head responsible for staff development to ensure that training needs related to health & safety which

have been expressed by staff are met. She will also endeavour to ensure that her own level of training is adequate to equip her to manage and monitor safety matters adequately.

15. Visitors to the School.

15.1 Visitors will be checked into the school at the Reception Office. They will be asked to sign the visitors book and to wear identifying badges.

15.2 When unwanted visitors are present on the school premises, a member of the Senior Leadership Team must be called to handle the situation. In order to build up a written record, staff noticing unwanted visitors should log all such incidents in the „Intruders book, located in Reception.

15.3 Visitors will not normally be unsupervised on the school premises, except when they are in one of the waiting areas. Should an emergency occur during that time, it is the responsibility of the receptionist to see that they are escorted to the correct assembly point on the school field. At other times visitors will be supervised by the person they have come to visit.

15.4 All staff are required to visibly wear Staff Identification Badges. These can be obtained or replaced by providing the Reprographics Clerical Assistant.

16. Trade Unions Appointed Health & Safety Representatives and Health & Safety Committees.

16.1 The trade unions will be invited to put forward health & safety representatives and to form a Safety Committee, in accordance with their legal rights and in recognition of the fact that it is beneficial for all parties to work together on health & safety matters. A notice will be displayed in the Staff Room giving the names of the health & safety representatives.

16.2 The health & safety committee will meet once per term, under the chairmanship of the Health & Safety Committee. Any member of the committee may put forward agenda items. Where matters which have been put forward are not resolved to the satisfaction of the representatives, they have the right to put them on the agenda of the regular meetings which are held between the Head Teacher and union representatives.

16.3 Facilities will be provided for the health & safety representatives to inspect premises, investigate accidents and undertake health & safety training.

17. Hygiene and Medication.

17.1 Staff who are involved in first-aid procedures have received training, which must be updated as necessary, in dealing with HIV, Hepatitis B and other infectious diseases.

17.2 The Design Studies Head of Department will ensure that adequate hygiene policies are in place for Technology rooms, and will report to the Premises Manager if cleaning in that area does not meet the hygiene requirements.

17.3 The Matron will ensure that procedures are in place for the safe administration of medicines in the school, following the LEA guidance document.

17.4 Arrangements will be made to meet the training needs of support staff who are involved in the administration of medicines.

18. Contractors Working on the Site.

18.1 It is essential that contractors working on the site carry out their work in a safe manner and that care is taken to ensure the safety of staff and students. The Director of Finance and Human Resources and Premises Manager will meet with contractors before the job starts, and regularly during the contract to ensure that the work is conducted in accordance with the Safe Working Practice for the Conduct of Minor Building Works. For substantial work a risk assessment and method statement will be requested from the contractors.

18.2 The safety standards of the contractors will be monitored by the Premises Manager, who will report any concerns to the Director of Finance and Human Resources to be passed to the contractors so that they may address the concerns.

18.3 Due regard will be paid to the safety aspects of arrangements for the contractors access to the site, to the arrangements for the safe delivery of materials, to the effect on safe movement about the school, and to the arrangements for preventing student access to the work area.

18.4 Upon completion of the contract, but before the contractors have left the site, the Director of Finance and Human Resources and the Premises Manager will conduct a safety inspection of the area and the completed work.

19. Manual Handling.

19.1 Regulations issued in January 1992 require that all manual handling operations are identified, eliminated where reasonably practicable, or assessments made if elimination is not possible. The school will avail itself of the training in the implementation of these regulations which is to be made available by the LEA.

19.2 The Director of Finance and Human Resources will liaise with the Premises Manager and Caretakers to identify and record manual handling tasks.

19.3 Training needs and requirements for lifting aids will be identified, and the necessary resources will be committed to comply with the regulations.

19.4 It will be the responsibility of the Premises Manager to see that the procedures established are implemented and complied with.

20. School Minibus.

NB In this document the words „minibus or „School minibus are deemed to include any vehicle being used on behalf of the school.

20.1 Drivers of the School minibus must meet each of the following criteria:-

a) be aged 25 and under 65 (this minimum age is reduced to 23 for teachers appointed to teach physical education)

b) have held a full driving licence for at least three years

c) not to have had any driving convictions for the last three years and not to have had any serious driving convictions, e.g. any offence resulting in the imposition of penalty points exceeding three for any one offence, prior to that period.

d) drivers must inform the Director of Finance and Human Resources immediately if charged with any motoring offence, regardless of whether the offence was committed in their own

vehicle or a School vehicle. Convictions for motoring offences **may** not preclude the driving of the minibus but full details must be submitted to the Director of Finance and Human Resources who will obtain clearance from the insurers prior to authorising the driving of the minibus.

e) not to have been involved in an accident whilst driving any motor vehicle during the last three years. Details of any such accident must be submitted to the Director of Finance and Human Resources who will obtain clearance from the insurers prior to authorising the driving of the minibus.

f) unless they hold a current PCV licence, a driver must have successfully undergone the East Sussex County Council scheme for minibus driver training and assessment.

20.2 Employees of Cardinal Newman Catholic School holding the appropriate minibus driving licence may drive the vehicle subject to authorisation by the Headteacher and in accordance with the statement indicated above (20a to 20e).

20.3 Anyone who passes a car driving test after 1 July 1996 will be licensed to drive category B vehicles only, which will cover vehicles up to 3.5 tonnes with not more than 8 passengers. An additional test and medical report will be required to gain a D1 licence which covers minibuses. Drivers who passed the test prior to 1 July 1996 will be automatically granted the right to drive Category D1 vehicles and will not need to take the new test.

20.4 Drivers are responsible for carrying out safety checks before using the minibus. The minibus is booked out by completing the pro-forma in the Premises Manager's Office. If they are not competent to carry out these checks, or if the checks give cause for concern about the vehicle's safety, they must not take it on the road and should seek guidance from the Premises Manager, who is responsible for the day to day running of the vehicle. **NO DRIVER MAY USE THE VEHICLE IF ANY CHECK OF THE VEHICLE IS UNSATISFACTORY – THE DRIVER IS ALSO RESPONSIBLE FOR CHECKING THAT THE MINIBUS IS ADEQUATELY FUELLED FOR THE JOURNEY PRIOR TO LEAVING THE SCHOOL PREMISES.**

20.5 Defects found whilst carrying out the checks or in the course of driving the vehicle must be reported to the Premises Manager without delay.

20.6 The Premises Manager will carry out a standard set of checks on the minibus on a weekly basis, record and store this information with the Minibus Log Sheets.

20.7 Drivers must ensure that their passengers are safe before embarking on a journey. This includes travelling with proper supervision/escorts where they are needed and the proper fitting of seat belts.

20.8 The stated passenger capacity of the vehicle must not be exceeded and standing passengers are not permitted. The vehicle may not carry more than one passenger per seat. On no account must children share a seat under the „3 for 2 rule.

20.9 There are many recorded cases of passengers being injured by unsecured luggage in the event of sudden braking, an emergency stop or an accident.

Drivers must ensure that all luggage is stowed safely and securely, in particular:-

- a) securing and sheeting loads on the roof rack to prevent load shift shredding or damage. Luggage must not exceed the height of the rack and be evenly distributed.
- b) luggage being transported within the vehicle can be dangerous and only small hand luggage should be carried beneath the seats. It is essential that exit routes are left clear.
- c) heavy luggage should not be carried amongst the passengers because, in the event of a collision, severe injuries or death can result.

IT IS THE RESPONSIBILITY OF THE DRIVER TO ENSURE THAT THE MINIBUS IS RETURNED TO THE SCHOOL CLEAN AND FIT FOR USE BY THE NEXT DRIVER. ALL BELONGINGS (LUGGAGE) MUST BE REMOVED AT END OF EACH JOURNEY. ALL DOORS MUST BE SECURED AND THE VEHICLE PARKED IN A MARKED BAY.

20.10 Alcohol, illegal drugs and certain prescription drugs plus some over the counter drugs, hay fever and cold remedies etc, will affect driver ability, putting at risk the safety of the driver, passengers and other road users.

Everyone driving the School minibus will adhere to the following:

- a) **No alcohol to be consumed during the working day.**
- b) **No alcohol to be present in the driver's system when driving.**

Care must be taken about alcohol consumed during the previous evening.

IF IN DOUBT, DON'T DRIVE. THE DRIVER CAN PUT HIM/HERSELF AND OTHERS AT RISK AND LOSE HIS/HER LICENCE.

- c) The possession and use of illegal/controlled drugs is a criminal offence. No-one is to drive if under the influence of drugs or if drugs remain in the system.
- d) Certain prescribed and over the counter drugs can affect driver performance. A driver must check with a doctor if unsure and obtain clearance to drive in writing.

Failure to adhere to this policy will result in disciplinary action being taken.

20.11 The School mobile phone must be taken on all long and evening journeys. In the event of a breakdown, accident or other emergency, help can be requested immediately. Without such an aid, if travelling without an escort, children cannot be left unattended and the driver can be placed in an extremely difficult situation in obtaining the necessary assistance. The mobile phone must not be used by the driver unless, or until, the vehicle is stationary.

20.12 Drivers should check the minibus for damage prior to commencing a journey. If the vehicle sustains any subsequent damage, the normal claim form must be completed and submitted to the Director of Finance and Human Resources.

20.13 An accident report must be carried in the vehicle to record details of any accident, the third party and any witnesses. Details of insurers should be exchanged with the third party. The

completed claim form must be submitted to the Director of Finance and Human Resources, as soon as practical, following any such incident.

20.14 It is important that drivers do not admit liability verbally or in writing or, make or accept offers of settlement in cash or otherwise as this invalidates the insurance. If a third party offers to settle direct without involving their insurer such an offer must be referred to the School's insurers who will handle the negotiation.

AT ALL TIMES REMEMBER 'THEIR LIVES ARE IN YOUR HANDS'. THERE CAN BE NO COMPROMISE ON THE RULES OF SAFETY.

The emergency alarm for the School will be:-

A CONTINUOUS RINGING OF THE SCHOOL BELL

INITIAL ACTIONS: in case of fire

(a) by a student:

If a fire is discovered in the school building by a student, **THE NEAREST MEMBER OF STAFF MUST BE INFORMED IMMEDIATELY.**

(b) by a member of staff:

If a fire is reported to or discovered by a member of staff he/she will take the necessary action to raise the alarm by breaking the glass of the nearest fire alarm. Students in the immediate area of the fire will follow the member of staff's instructions **WITHOUT QUESTION.**

The member of staff will inform Director of Finance and Human Resources or Headteacher of the situation. They will seek sources of fire and agree on appropriate action ensuring that the emergency services are called if necessary.

(c) by member of staff on switchboard:

put telephone on „NIGHT SERVICE .

ALL STUDENTS AND STAFF MUST IMMEDIATELY EVACUATE THE BUILDING. THE PREMISES MANAGER, DIRECTOR OF FINANCE AND HUMAN RESOURCES AND CARETAKES WILL MEET AT THE MAIN ENTRANCE TO MONITOR THE ALARM. IN THE CASE OF FIRE, THE EMERGENCY SERVICES MUST BE CALLED AND THIS GROUP OF STAFF MUST EVACUATE THE SCHOOL BUILDING AND MEET THE EMERGENCY SERVICES AT THE MAIN GATE TO PROVIDE THEM WITH INFORMATION RELATING TO THE INCIDENT AND TO THE ALARM PANELS.

ACTION ON HEARING THE ALARM BELL:

- All windows will be shut.
- Students will leave the room, taking bags, cases with them, followed by their teacher and leave the building by the route on the evacuation notice displayed in each room.
- Doors should be shut but not locked.
- Personal belongings must **NOT** be collected from cloakrooms or elsewhere.

· There should be no running; all should **walk** in an orderly manner.

Should this happen during a break or lunch time all staff and students must leave the building and assemble in the usual location.

Fire books, loud hailers, Registers, signing out books, visitors books and cover timetables will be taken out by secretaries.

Registers will be called by form tutors.

WHEN CHECKING IS COMPLETE, Form Tutors will report the names of **all missing persons**. THE Director of Finance and Human Resources will check (a) catering, (b) caretaking, (c) secretarial, (d) technical, (e) visitors of all kinds.

Information concerning any missing persons will be conveyed to the Head Teacher as quickly as possible to try to ensure everyone's safety.

NO-ONE MAY RE-ENTER THE BUILDING WITHOUT THE EXPRESS PERMISSION OF A MEMBER OF THE SENIOR LEADERSHIP TEAM.

CHECKS OF THE BUILDINGS:

The Director of Finance and Human Resources will supervise a visual check of all buildings. Caretakers will check individual buildings and report by radio any concerns to the Director of Finance and Human Resources who will monitor the alarm system.

Cardinal Newman Catholic School

Staff with First Aid Qualifications

FULLY QUALIFIED, FULL-TIME MATRON IN ATTENDANCE

Qualified (Full 'First-Aid at Work 'Certification)

Non-teaching staff:

Chris Depper
Sue Arterton
Claire Forrest
Toni Lambert

Teaching staff:

David Buxton
Chris Childs
Nick Knight
Andy Berry
Julia Cunningham

Health & Safety Committee

Chair of the Committee - Ruth Lewis
Committee member - Father Oliver Heaney
Committee member - Linda Shepherd
Committee member - Sue Gotham
Staff member - Mike Townsend
Director of Finance and Human Resources - Deborah Whitmore
Non – Governor Representatives
Union Rep. - Anne Antonio

Premises Manager - Bill Lobb
Student Rep. - TBA

CRITICAL INCIDENT TEAM MEMBERS (SLT)

Peter Evans Headteacher

Malvina Sanders Deputy Headteacher

David Walsh Deputy Headteacher

David Buxton Deputy Headteacher

Paul Miller Assistant Headteacher

Deborah Whitmore Director of Finance and Human Resources

(Information will be passed to the Chair of Governors and the Chair of Health & Safety)