

# Bishop Chadwick Catholic Education Trust



## St Anthony's Girls' Catholic Academy

<b>Policy type:</b>	<b>School</b>
<b>Policy:</b>	<b>Health and Safety Policy</b>
Ratified by MAT Directors:	October 2021
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Sr. M. Josepha</i>
Review Date:	December 2022
Ownership:	M. Shepherd (Head Teacher)

**Health and Safety**  
(a basic guide for staff and board)

- **Roles**
- **Documentation**
- **Hazards / risks and what to do**

## **Introduction**

This policy has been developed to reflect our Mercy ethos as well as local and national health and safety legislation and guidance.

## **Roles**

**The Governing Board** is the employer. All employers have general duties to ensure as far as is reasonably practicable, the health and safety and welfare at work of pupils and employees.

**The Head Teacher** - in practice functions are handed over to the Head Teacher who works with **all members of the academy community** in matters of health and safety.

**Employees** must take reasonable care of themselves and others. In the academy community this clearly includes the children in their care. Employees must co-operate in matters of health and safety and not mis-use any equipment. It is important that all staff familiarise themselves with this summary guidance.

**The LA Health and Safety Department** informs the Health and safety Executive of certain types of major “injuries”, “diseases” and “dangerous occurrences” which require reporting.

## **Documentation**

**Accidents** – forms are completed by the individual reporting the accident. The Academy Business Manager then completes a section of the form and the forms are sent to our Academy Health and Safety Advisor. Forms are completed at Westburn Reception desk, where a copy is held of all forms. The retention period is 7 years for adults, for students it is until the child is 25 years old.

**Risk assessments for educational visits** – are completed for all educational visits beyond the academy premises. The forms are available on the T drive of the academy intranet (T:\All Educational Visits RA). Any member of staff planning a visit must complete a purple form (available in the pigeonholes). The form needs to be signed by EVC and the Head Teacher. This gives permission to plan a visit. All visits must be recorded using the Evolve system a month before the visit. For further information regarding educational visits and associated risk assessments please use the EVOLVE Risk Assessment system in use in the LA see the EVC and in her absence the Head Teacher.

## **Risks, hazards and control measures**

**Hazards** – may be physical, may be connected to processes or may be related to the work environment

**Risks** – the likelihood of a hazard actually causing injury, the number of people likely to be involved and the degree of injury likely to occur

**Control measures** – steps to protect employees and others from identifiable risks. Control measures remove the risk or reduce the level of risk to a minimum

**Risk assessment** - writing down the above process. Any assessment of risk (other than an educational visit risk assessment will be undertaken by the Headteacher (Mrs M Shepherd) or the Senior Assistant Headteacher (Mrs F Collins) dependent upon the nature of the risk.

### **Hazards and risks and what to do:**

#### **Aids/HIV**

A breakdown of the body's immune system – not a disease - making it subject to serious infection. It can only be transmitted through direct physical contact with infected blood or other body fluids. It cannot be transmitted through normal social contact.

#### **What to do?**

- All spills of body fluids should be dealt with wearing disposable gloves and a solution of bleach and cold water (1:10)
- Disposable items should be disposed of securely or burnt
- Wash any splashes on skin with soap and/or water

#### **Asbestos**

There are three types of asbestos:

- White
- Blue
- Brown

Nowadays the use of all types is banned. However, most schools were built when asbestos was widely used in the construction industry and therefore contain asbestos.

#### **What to do?**

Damaged asbestos – containing materials must be sealed/enclosed/removed.

Removal is often very hazardous and highly expensive. In most cases sealing is the best solution.

Do not pin or staple items to the ceilings as most ceiling tiles are made from asbestos.

Premises staff are aware of sites in academy where asbestos is present and monitors the condition of the asbestos. A register is kept in line with national standards. The Premises Supervisor has undertaken regular training. The Asbestos Officer (L.A.) monitors asbestos throughout the L.A.

Specialists are used when construction takes place in areas with asbestos used in their construction in line with the regulations relating to hazardous substances.

#### **Cross-Contamination**

Where the need for colour-coded cloths, mops and buckets has been identified to minimise cross-contamination it is important that all users are trained in the system.

Mop heads should be changed on a regular basis.

#### **Contractors on site**

Contractors may be working on site throughout the academy year.

### What to do?

All contractors must sign in and wear Visitors Badges available from Reception.  
All Contractors work to CDM (Construction Design Management) standards.  
Any cause for concern please notify the Senior Assistant Head Teacher (Mrs. F Collins).

## **COSHH (Control of Substances Hazardous to Health)**

Many people come into contact with hazardous substances on a daily basis – whether you are involved in transporting chemicals or cleaning buildings, you are working with hazardous substances and should be aware of their dangers.

All substances have a Material Safety Data Sheet (MSDS) supplied by the manufacturer which identifies the product and its associated hazard symbols, warnings and safety advice (including spillage and disposal requirements). Suppliers have a legal duty to provide a MSDS. If you do not hold a MSDS for a particular substance you should request one direct from the supplier.

The Corporate COSHH Code of Practice is aimed at protecting the health and safety and welfare of anyone who works with hazardous substances and requires a COSHH assessment to be carried out on all substances (and mixtures of substances) hazardous to health. The Code of Practice also sets out the duties for employees to make full and proper use of any control measures, instructions or recommendations contained in the COSHH assessments **at all times**.

COSHH assessments should be kept in an accessible place near to the substances and all expected users made aware of the assessments and the requirements therein.

### **Electrical Equipment and Lighting**

Electricity is a safe source of energy when used properly.  
Rooms and corridors should be lit by natural light where at all possible. Blinds should be open, except on occasions when a darkened room is required for films, whiteboards etc.  
Electrical contractors fit light fittings in line with national standards.

Common causes of electrical incidents include:

Moisture in fittings.  
Use of adaptors (causing overload).  
Electrical equipment not inspected or tested.  
Unauthorised repairs to supply systems.

### **Prevention of Electrical Accidents**

Do not touch electrical equipment with wet hands.  
Always check equipment prior to use for defects.  
Take faulty equipment out of use and attach a “DEFECTIVE DO NOT USE” label to it.  
Only use equipment you have been trained to use.  
Do not overload circuits – one socket = one plug.  
Switch off equipment before plugging in or removing from socket.

Do not use extension leads unless unavoidable, and if using ensure all cables are fully unwound.

Do not tamper with electrical equipment.

Report faulty equipment to line manager for repair by competent person or replacement.

### **What to do?**

The Premises Staff ensure that all electrical installations in St. Anthony's are constructed by specialists who are members of a recognised trade body with the relevant qualifications.

The academy complies with LA guidelines on the use of electrical equipment.

Staff must report any faults or damage to lighting or electrical equipment to the Premises staff immediately.

Working areas should have as much natural light as possible and open blinds.

## **Fire Safety**

N. B. There is a separate document entitled "Fire Safety" which is available at Westburn Reception and on the Academy website.

All staff must familiarise themselves with this document.

## **First Aid**

First Aid boxes are available in

- Reception (Westburn)
- Foyer (Westburn)
- Technology (O'Connell - 5 rooms in the department)
- All Science laboratories and studios
- PE (Sports Hall Corridor in IT Cupboard)
- Reception (Gabriel)
- Minibuses

First Aid boxes are maintained by Mrs. T. Giles (Pupil Support Team) – Main Academy and Mrs. Purdy/Mrs Joyce (Sixth Form).

A copy of the First Aid Rota is available from Westburn Reception staff. The person on duty will respond to requests for First Aid. All staff on rota have attended the LA approved First Aid course and this course is renewed as required.

### **What to do?**

In the case of minor and non-emergency situations please contact Westburn Reception. In emergency situations please ring the Switchboard 220. Switchboard staff will contact a member of the SLT, ring for an ambulance (if required) and send a First Aider.

If an ambulance is required staff on the Switchboard will contact the Head Teacher/Deputy Head Teacher immediately. Pupil details are then printed by Office Staff. A member of the Pupil Support Team will accompany anyone under 18 to the hospital. Parents will be informed immediately and requested to meet the ambulance at A and E.

A quiet area is available in The Cottage, if required by staff or pupils requiring routine First Aid.

Pupils who are unwell and waiting collection by a parent wait in Westburn Reception area.

Staff undertaking visits take a small First Aid kit.

Accidents are reported by completing an accident form.

### **Infectious Diseases**

Some diseases are notifiable and the LA has a person responsible to take control of some infectious diseases.

Clearly there are many notifiable and non – notifiable diseases which staff may require information on at different times. There are many – some of the main ones of concern are:

Meningitis – inflammation of the meninges (lining of the brain).

Bacterial strains are rare but very serious and need urgent treatment with antibiotics.

Viral meningitis is more common and less serious but cannot be treated by antibiotics.

Only close contacts are said to be at risk of contracting meningitis.

Measles and rubella - a danger to pregnant women. Staff need to be aware of any known cases in academy.

TB (Tuberculosis) – on the increase again but someone with TB is very unlikely to infect others via sputum.

Legionnaire's Disease – a type of pneumonia caused by inhaling infected airborne droplets of water containing legionella bacteria. Legionella can be found in systems that store water such as shower heads or air conditioning, particularly if the water is kept at temperatures between 20c and 45c.

#### **What to do?**

If there are any concerns about any of the above see a member of the SLT. Medical advice will then be sought from the LA team.

NHS Direct on-line also provides summary information on infectious diseases. Storage tanks should be subject to regular checking by the Premises Team.

Washing of hands by staff and pupils is one of the keys to infection control. Cleaning staff and Premises Team must ensure sufficient hot water; soap and paper towels are available. Staff must alert these teams to any shortages.

### **Minibuses**

Only qualified staff who are currently licensed to drive the minibus are permitted to do so.

#### **What to do?**

Drivers require an LA approved assessment course.

Seat belts must be worn by all occupants.

Both mini-buses must carry an emergency pack.

- Warning triangle (not to be used on motorways)
- Tyre/depth pressure gauge
- Small hand held torch
- High visibility vest

### **Approved mini-bus drivers:**

J. Charlton	T. Robinson	P.Hodgson
E. Laybourne	K. Almond	
A. Roddam	D. Callaghan	L. Cliff
L. Murphy	M. McDonagh	J. Hermon

### **Copiers and Printers**

Copiers and printers can produce ozone. If present in high concentrations it can cause health problems.

#### **What to do?**

Regular maintenance of equipment

Open windows to increase ventilation.

Switch equipment off when not in use.

Avoid overcrowded and cramped positioning of copiers and printers.

### **Security/Emergency Situations other than Fire**

Vigilance by all staff and pupils is required to ensure security for all members of the academy community.

#### **What to do?**

##### **Security**

All visitors and parents enter the academy by the pedestrian foot gate of Westburn House or Gabriel House. They report to Reception in Westburn (Main Academy) or Gabriel House (Sixth Form), sign in and obtain a visitors badge.

All visitors and parents on the premises should be collected from Reception by a member of staff. No unaccompanied visitors.

All staff wears St. Anthony's Girls' Catholic Academy staff badges containing Name, Post and DBS number. All visitors obtain "Visitor badges" from Westburn/ Gabriel House. Governors wear "Governors" badges.

Telephone calls from parents are directed by office staff to SLT or KS Leaders dependent upon the type of call.

The main Reception area in Westburn House is staffed from 8.00am – 5.00pm (4.30pm on Fridays during term time) and 8.30am – 3.30pm during academy holidays (except public holidays and the week between the Christmas and New Year public holidays when the Academy is closed).

During academy holidays staff on the premises must sign in at Westburn Reception. Lists of any pupils on the premises undertaking holiday classes must be left at Westburn Reception in the signing in file with the member of staff on duty.

Doors to buildings should be closed.

There are phones in all offices and Key Stage Leader rooms across the academy. The list of telephones is available in the "Fire Safety Policy" which links to the Health and Safety Policy.



The Premises Team will lock remote facilities from 4pm to ensure security for staff and equipment.

If you are aware of an intruder on the site please contact the Premises Team or a member of the SLT by ringing the Switchboard 220. The police will be called, as required.

### **Emergency evacuation/situations other than fire: See Emergency/Lock Down Policy**

#### **Smoking**

The medical evidence against smoking is clear. Even passive smoking is associated with a 50-60% increased risk of heart disease.

#### **What to do?**

Since 2005 the academy premises have been a “No Smoking” area.

#### **Sun Safety**

Ultraviolet (UV) radiation is made up of UVA and UVB rays. UVA ages the skin and UVB burns. Both can cause skin cancer. Sunlight in moderate amounts is vital to replenish the body’s vitamin D reserves.

#### **What to do?**

Staff has a duty to care for themselves and to pupils. Year teams and PE staff must alert pupils to the danger of excessive exposure to the sun and the need to bring sun screen and apply it in line with the instructions on the product. As an Academy we are gradually increasing the number of shaded areas around the academy grounds to provide more shade in line with the phased redevelopment of the Academy site.

#### **Subject Specific Health and Safety**

Some departments in the Academy, due to the nature of the subject, have very detailed Health and Safety documentation. These departments include PE, Science and Technology. Please see departmental documentation available from Mrs Roddam (PE), Mr Martin (Science) and Mrs Wallace (Technology).

#### **What to do?**

Subject Leaders will give staff working in these departments a copy and ensure that the staff are informed and updated.

#### **Traffic on the Academy site**

Vehicles and pedestrians using a confined space can cause a major hazard.

#### **What to do?**

All pedestrian/visitors should enter by the pedestrian gate adjacent to the cottage which is electronically controlled by Westburn Reception Staff. Limited visitor parking is available behind Westburn House, vehicles must enter and depart the main Academy site by the gate adjacent to Westburn and drive at 10mph maximum in the Academy grounds. The parking/gates are controlled by premises staff. Staff parking cannot be guaranteed on the Academy site due to limited space. Vehicles

must park in allocated areas.

Teaching staff should be present on site at least ten minutes before the start and ten minutes after the finish of the Academy day.

The premises team will supervise any vehicles visiting the site during Academy sessions e.g. delivery vehicles, contractors etc.

### **Trips/Slips/Falls**

These can occur anywhere.

#### **What to do?**

Pay particular attention:

- Deal with spillages immediately/coning off wet areas by cleaner on duty/premises staff.
- Keep corridors and stairways clear of both flammable materials and obstructions
- Maintain tidy working and social areas
- Report any damage to walkways
- Take care on stairways to walk, keep to the left and use the handrail

Floor cleaning is key in controlling many slip and trip accidents because:

- Floor surface contamination (such as water, oil dust) is often a cause of slip accidents therefore regular cleaning to remove contamination can reduce accidents.

Cleaning can present slip and trip hazards to those entering the area being cleaned including cleaners themselves. For example, smooth floors left damp by a mop are likely to be extremely slippery and trailing wires from a vacuum or buffing machine can present a trip hazard.

Therefore it is important to:

- Use the right amount of the right cleaning product
- Allow the correct time for detergent to work properly on greasy floors.
- Ensure cleaning equipment is well maintained.
- A dry mop or squeegee will reduce floor-drying time but whilst the floor is damp there will be a slip risk.
- A well-wrung mop will leave a thin film of water sufficient enough to create a slip risk on a smooth floor.
- Spot clean where possible.
- Stop pedestrian access to smooth wet floors by using barriers, locking doors, or cleaning in sections. Signs and cones only warn of a hazard, they do not prevent people from entering the area. If a spill is not visible they are usually ignored.

### **Working at Height**

Falls from height are the third highest cause of fatal injury, including 20% of fatal accidents. Furthermore, 40% of falls are from ladders. Many of these injuries are caused by inappropriate or incorrect use of the equipment.

## When is a ladder the most suitable access equipment?

The work at Height Regulations 2005 (amended 2007) applies to all work at height where there is a risk of a fall liable to cause personal injury.

As part of the Regulations, employers must ensure:

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained

The regulations stipulate to an employer, a hierarchy of controls to be followed which is:

- Avoid work at height so far as reasonably practicable. If it is unnecessary to work at height, don't. (E.g. assemble a structure on the ground and lift it into place, or use pole-cleaning systems for cleaning windows from the ground).
- Prevent a fall, so far as reasonably practicable. Where it is not reasonably practicable to avoid work at height, the employer must assess the risk and take measures to allow the work to be done whilst preventing so far as reasonably practicable people, or objects, falling.
- Mitigate the consequences of any remaining fall risks. Where the risk of people or objects falling remains you must take steps to minimize the distance and consequences of such falls. E.g. nets, air bags or other soft

landing

systems.

- The system chosen should minimize injury to the person concerned, but it is necessary to consider the whole site where the work is being performed – e.g. trailing lanyards can cause significant tripping hazard and are rarely suitable at a height below 4 metres.

Stepladders and ladders are appropriate for work if:

- In one position for a maximum of 30 minutes
- Used for 'light work' – they are not suitable for strenuous or heavy work (no more than 10 kg) up the ladder or steps
- Where a handhold is available on the ladder or stepladder
- Where you can maintain three points of contact (hands and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one.

**It is Council policy that only Class 1 Industrial ladders/stepladders that comply to BSEN131 are to be used in any work location.** Domestic ladders of any description are strictly forbidden as these are not intended for use within a workplace. Manufacturers will be able to confirm the classification as well as which type of surface the ladders are suitable for.

## **Planned Inspections**

All ladders and stepladders should be subject to planned inspections once a month. Each ladder or stepladder should be marked with a Unique Reference Number (URN) and each piece of equipment should be referenced in a ladder inspection register (eg below).

The Premises team complete and record this inspection.

N.B. For more detailed information on any of the above or additional health and safety issues is available on the Local Authority web site and DFE web site.

## **Daily Site Checks**

The premises team undertakes daily site checks including a perimeter walk, record any issues and record this check has been undertaken.

