



# Bishop Douglass Catholic School

## Health and Safety Policy

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### Principles

*“Are any of you in trouble? You should pray. Are any of you happy? You should sing praises. Are any of you ill? You should send for the church elders, who will pray for them and rub olive oil on them in the name of the Lord. This prayer made in faith will heal the sick; the Lord will restore them to health, and the sins they have committed will be forgiven. So then, confess your sins to one another and pray for one another, so that you will be healed. The prayer of a good person has a powerful effect.”*

*James 5: 13-16*

### General

The Governing Body of Bishop Douglass School recognises its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and other relevant legislation to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. Given the risks posed by Covid-19, the Governors, Headteacher and senior staff will regularly review the special arrangements put in place to keep children, staff, volunteers, visitors and contractors, as safe as is reasonably possible, as detailed in the school’s latest most up to date COVID risk assessment.

The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed will ensure that they are controlled and/or their effects mitigated.

### Responsibilities

#### The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, to:

- a) make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation;
- b) have in place procedures to identify hazards and evaluate risk control measures;
- c) create a management structure and periodically monitor its effectiveness;
- d) ensure that staff are briefed and trained appropriately;
- e) have health and safety on the agenda at Governing Body meetings and a designated health and safety governor;
- f) ensure the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities.
- g) Put in place bespoke risk assessments and mitigating actions where those within the school community have vulnerabilities that the Headteacher concurs, need addressing.

The Governing Body will strive to ensure:

- a) a safe environment for pupils, staff, visitors and other users of the premises;

- b) plant, equipment and systems are safe;
- c) there are safe arrangements for transportation, storage and use of articles and substances that may be hazardous to health;
- d) the school maintains safe and healthy conditions that take account of:
  - statutory requirements.
  - approved Codes of Practice.
- e) appropriate information, instruction, training and supervision are provided to staff;
- f) the provision of all necessary safety and protective equipment.

### **Headteacher and Head of School**

The Headteacher and Head of School have joint responsibility for overseeing the processes that lead to the Health and Safety Policy being put into practice. The Head of School, who is responsible for the day to day running of the school, serves as the designated contact with the Health and Safety Executive.

The Headteacher and Head of School have a key role to play in developing and maintaining safe conditions for staff, pupils, visitors and anyone else using the premises. Jointly they should: -

- a) be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises;
- b) ensure that regular health and safety inspections are carried out in accordance with need and with pre-determined schedules;
- c) arrange for risk assessments to be carried out;
- d) put into effect any remedial measures or refer as necessary to the Governors or the School's advisors;
- e) report regularly on health and safety matters to the Governing Body;

### **Other Duty Holders**

#### **Health and Safety Manager**

The Executive Headteacher will designate a key member of the senior team to be the school's Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day to day operational implementation and monitoring of the Health and Safety Policy.

The postholder should:

Meet, consult with and disseminate information to members of staff on health and safety matters including staff representatives.

Attend appropriate health and safety briefings and training eg fire awareness training.

Arrange for risk assessments to be carried out as appropriate

Ensure that contractors are aware of health and safety responsibilities and safe working practices on site.

#### **Heads of Department**

Heads of department and others holding posts of responsibility will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility.

As part of their day to day responsibility they will ensure that: -

- a) safe working methods are in place;
- b) supervision is adequate and training needs met;
- c) safety requirements for plant machinery and equipment are in place and are adequate;

- d) appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly;
- e) any hazardous substances are correctly used and safely stored in accordance with COSHH and safety data sheets;
- f) standards of health and safety are monitored and appropriate remedial action is taken where required.

### **Premises Manager**

The Premises Manager has particular responsibility for security and premises related issues and will: -

- a) co-operate with the Headteacher and ensure that he effectively monitors the condition of the premises;
- b) undertake regular walk-throughs to ascertain any health and safety issues;
- c) report defects immediately so that appropriate remedial action can be taken;
- d) regularly test the fire alarm system and record findings;
- e) ensure a fire risk assessment is carried out and action any deficiencies annually;
- f) implements and keeps appropriate records for the school's planned maintenance programme including electrical testing, asbestos testing, water testing, gas pipes and infrastructure testing, PAT testing, fire prevention testing, lift maintenance etc (this list is not intended to be exhaustive), responding promptly so that deficiencies and defects are remedied as soon as possible.

### **All Staff**

Members of staff also have health and safety responsibilities. Staff will therefore be required to: -

- a) take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do;
- b) Avoid dangerous and prohibited practices such as lifting items which are too heavy and may cause injury, climbing ladders or mounting tables e.g. to close curtains because of the risk of injury of working at height.
- c) co-operate with all health and safety arrangements;
- d) report any defect or other health and safety matter that they are aware of;
- e) use correct equipment, tools and safety and protective issue;
- f) ensure new staff are acquainted with health and safety issues.

### **Premises Hire**

Any hirers of the premises have the responsibility to ensure that they use it correctly. The Governing Body recognises its duties as controller of premises and will ensure that: -

- a) premises hired are in a safe condition for the purpose of hire;
- b) arrangements for emergency evacuation are adequate;
- c) fire-fighting equipment is in place and in operational condition;
- d) insurance requirements are met.

### **Contractors**

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Headteacher will therefore ensure that where contractors are appointed directly by the school: -

- a) contract meetings are held to agree health and safety measures prior to works commencing and during the project;
- b) contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

### **Communication**

All staff are made aware of communication channels within the school for health and safety. The Headteacher will ensure that all health and safety guidance and advice is available in the Staff Handbook and in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

### **Staff Consultation**

The Governing Body and Headteacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives who are represented on the Health and Safety Committee.

### **Health and Safety Committee**

A health and safety committee has been established to provide a forum for the Health and Safety Manager, Governors, Premises Manager and staff to discuss important health and safety issues. The committee meets at least termly.

### **Safety Practices**

Guidance issued by the Health and Safety Executive, Department for Education and the London Borough of Barnet will be considered for incorporation into the school's procedures. These arrangements will be discussed at the Health and Safety committee meetings and any significant issues relayed to relevant staff.

### **Risk Assessments**

The Headteacher will ensure that risk assessments as required under the Management of Health and Safety at Work Regulations 1999 and the Fire Precautions (Workplace) Regulations 1999 and other relevant legislation are carried out for the school activities and operations and for premises

Procedures in the event of fire have been prepared, discussed with and are available to all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) Regulations 1999. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

### **Fire Drill**

A fire drill will be held at least once a term and relevant details recorded in the Fire Log.

### **Testing**

The Fire alarm and lift alarm will be tested weekly (for the former using a different call point each time in rotation) and the findings recorded in the Fire Log and Lift Log respectively.

### **Covid-19 Mitigation**

During this period of heightened risk, the school will put in place an enhanced cleaning regime and will ensure that extra facilities are available to ensure handwashing. Social distancing measures will be promoted within the school. The school has procedures in place to address staff and pupil illness specifically for Covid-19. There are distinct procedures to ensure those that are ill or at risk of illness, self-isolate, so as to reduce the risk of transmission. PPE equipment is available to those staff requiring it eg First aiders and the school's medical officer. The school has taken steps to be

prepared to deal with the increased risk of mental health problems. The school will listen to concerns raised about Covid-19 mitigation and will regularly review its practices.

### **Accidents, Incidents, Near Misses and Dangerous Occurrences.**

Records of accidents are kept, and follow up meetings are held if appropriate, risk assessment and mitigation procedures are considered and implemented where appropriate. There are other policies and procedures in the school that impinge upon the whole of health and safety eg the use of the minibus, trips both in the UK and abroad, the use of the lift, first aid and medicines, site security. Other policies include the Critical Incident Policy, Anti-Bullying Policy, Good Behaviour Policy and the Pupil Restraint Policy. This list is not exhaustive.

**This policy will be reviewed annually**

**Date of last review: Reviewed by Finance, Premises and Personnel Committee 28<sup>th</sup> November 2022**

**Date of next review: Autumn Term 2023**

### **APPENDIX A**

#### **Fire wardens are:**

Senior Fire Warden/Officer	Mr Tissot/Mrs Henderson
Responsible for Fire Service Call	Mr Toal (Mrs Saleem in his absence)

Other fire Wardens should take responsibility for ensuring their floor is clear.

#### **Clearing Areas**

Senior Fire Warden/Officer	Mr Tissot/Mrs Henderson
Responsible for Fire Service Call	Mr Toal/Mrs Saleem
Fire Marshall (registration)	Ms Ashik
Reception	Mrs Dell'aica
Kitchen	ISS Canteen Manager
Lower corridor (Reception to Student Services)	Ms Ayvaz
Staircase A	Miss Torpos
Staircase B	Miss Prina
Staircase C	Ms Spencer
Staff Corridor	Mrs Kazaconoka
Corridor D	Ms Capitelli
Corridor E	Ms Daly
Science Block	Mr Laverty
Sports Hall	Mr O'Brien
Design and Technology - Front workshops	Mr Hurley
Design and Technology - T0.4 to T0.7	Mr Sozzi
Art/Technology Block	Mr Golle

#### **Directing pupils**

Directing pupils from Music, RE and Sixth form To leave at Exit D	Mr O'Neil
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#### **Buildings**

Main Building (Exit A, B & C)	Mrs Pavlou
Main Building Exit D	Ms Chisholm

Sports Hall  
Science Block  
Art/DT Block

Mr O'Brien  
Mr Laverty  
Reprographics Officer

**Updated September 2022**

**The Certificated First Aiders are:**

**FAA Level 3 Award in Emergency First Aid at Work**

**St John Ambulance First Aid at Work**

Inul Ashik	21/02/2020
Gul Ayvaz	26/11/2021
Rojda Boztepe	03/08/2022

**FAA Level 3 Award in Emergency First Aid at Work**

**RQF Qualification Code 603/2080/1 Credit Value 1 (June 2020)**

Veronique Torpos
Gustavo Castano-Ospina
Abbie Venables
Sue Williams
Subashine Chaganti
Sandra Chisholm
Peter O'Neil
Gavin Carter
Manisha Saleem
Stephen O'Brien
Robbie Asaro
Jason Hart
Julio Navarro
Daniela Prina
Peter Harris
Chantelle Lewinton
Melanie Kemp
Angela Fenton

**The Appointed First Aid Person is Gul Ayvaz**

**First Aid Boxes can be found in Student Services and Reception**

**The First Aid Room is located in Student Services**

## **APPENDIX B**

### **Health and Safety Contacts**

#### **Head Teacher (Key Manager)**

Name: Martin Tissot

Title: Headteacher

#### **Person designated to act in the Key Manager's absence:**

Name: Michelle Henderson

Title: Head of School

#### **Health and Safety Committee members:**

Stephen O'Brien	Chair, PE Department
Brendan Toal	Premises Manager
Steven Obuba	School Business Manager
Melanie Barker	CHAT, CFO
Gul Ayvaz	Appointed First Aid Person
Isabelle Goursaud	SENCO
Gavin Carter	Science Technician
Tom Jones	Associate senior teacher