

De La Salle College



Health and Safety Policy

Compiled by: The Head Master	Date: July 2014
Policy Holder: Dave Sharrock	Revision date: July 2017

This policy must be read with regard to the latest legislation relating to Health and Safety at Work.

General Guidelines:

It is the policy of the De La Salle College, so far as it is reasonably practicable, to -

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures amongst staff and students
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety whilst ensuring that they have access to health and safety training as appropriate or as and when provided
- Maintain all areas under the control of the Board and Head Master in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from the place of work that are safe and without risk
- Formulate effective procedures for use in case of fire and evacuation of the school premises
- Identify and notify procedures to be followed in case of accident
- Teach safety as part of students' duties as appropriate

Responsibility of the Board and Head Master:

The Board and Head Master are responsible for implementing this policy within De La Salle College. In particular they will –

- Monitor the effectiveness of the safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement
- Make arrangements to draw the attention of all staff employed at Radnor House to school and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities
- Make arrangements for the implementation of accident reporting procedures and draw these to the attention of all staff at the school as necessary
- Make arrangements for informing staff, students and other users of the relevant safety procedures
- Ensure that regular safety inspections are undertaken
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- Ensure that any defect in the fabric of the building is attended to immediately or as appropriate, referred to the Board in committee whilst ensuring in the interim that arrangements are made to limit the risk identified
- Monitor through Assistant Headmaster the activities of contractors, hirers and other organisations present on site as far as it reasonably practical
- Identify any member of staff having direct responsibility for particular safety matters or specifically delegated to assist the Board or Heads Master in the management of Health and Safety at De La Salle College. Such delegated responsibility must be defined as appropriate

Duties of the Person delegated to assist in the management of Health and Safety:

The delegated person will –

- Assist the Head Master in the implementation, monitoring and development of this policy within De La Salle College
- Monitor general advice given by appropriate authorities on safety matters and advise on its implementation at De La Salle College
- Co-ordinate arrangements for the design and implementation of safe working practices within De La Salle College
- Investigate any specific Health and Safety problem identified within De La Salle College and take or recommend remedial action as appropriate
- Order that a method of working ceases on Health and Safety grounds on a temporary basis subject to further consideration by the Board and the Head Master
- Assist in carrying out regular safety inspections of De La Salle College and its activities and make recommendations on methods of solving any problems identified
- Ensure that staff with control of resources, both financial and other, give due regard to safety
- Co-ordinate arrangements for the dissemination of information and instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained

Responsibilities of Staff towards students and others in their care:

- All members of staff are responsible for the Health and Safety arrangements in relation to staff, students, volunteer helpers and visitors under their supervision. In particular, they must monitor their own work activities and take all reasonable steps to –
- Exercise effective supervision over all those for whom they are responsible
- Be aware of and implement safe working practices and to personally set a good example.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate
- Provide appropriate protective clothing and safety equipment as necessary and ensure that it is used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of Health and Safety arrangements
- Provide the opportunity for discussion of Health and Safety arrangements
- Investigate any accident or incident where personal injury could have arisen and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable ‘off the job’ training
- Where private vehicles are used to transport students to and from school functions, staff must ensure that child restraints and seats appropriate to the age of the children concerned are used. Staff must also ensure that their private motor insurance is endorsed to permit carriage of students

- Where any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the matter to the Head Master or the Deputy Head Master

Responsibilities of all employees:

All employees have a responsibility under the Act to –

- Take reasonable care for Health and Safety of themselves and of any person who might be affected by their acts or omissions at work
- Co-operate with the Board, Head Master and other relevant authorities in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, when in doubt they must seek immediate clarification from the Head Master or his Deputy
- Ensure that tools and equipment are in good condition and report any defects to the Head Master or his Deputy
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition
- Ensure that offices, general accommodation and vehicles are kept tidy and clean
- Ensure that any accidents, whether or not an injury occurs and any potential hazards are reported immediately to the Head Master or his Deputy

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, he/she must draw these to the attention of the Head Master or his Deputy.

Please note the following:

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

All students are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of De La Salle College and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes eg safety rings alongside the Thames near the pontoon
- The Board and Head Master will make students and parents aware of these responsibilities through direct instruction, notices and the student planner

Visitors:

Regular visitors and other users of De La Salle College eg contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school

Lettings:

The Board, Head Master and Finance Director must ensure that -

- The means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the hirer is safe. If the Head Master or Finance Director knows of any hazard associated with the above, immediate action must be taken to make the hirer aware of it
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently and clearly displayed
- Hirers using any equipment or facility provided by De La Salle College are familiar with its safe use and if necessary, briefed accordingly
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff

Fire and Emergency Evacuation procedures:

The procedures for Fire and Emergency evacuation will be displayed in every classroom and in prominent positions around De La Salle College

These procedures will be updated on a regular basis and dated to indicate the latest update

The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception

Fire Prevention Equipment:

Arrangements are made to regularly monitor the condition of all fire prevention equipment and alarms. This will include the regular visual inspection of fire extinguishers and the fire alarm system

First Aid and Accident Reporting procedures:

Please refer to the school's separate First Aid Policy. A First Aid box is held at Reception and other key areas and 3 portable boxes are available from Reception for off site visits etc.

The names of all qualified First Aiders will be circulated to all staff and a copy held at Reception

The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is **Ursula Ings-Chambers** or for minor injuries, the designated Receptionist.

The accident book and report forms for head injuries and the procedures to be followed are clearly outlined in the First Aid policy

The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Party Leader and supervising staff.

All members of Staff will be asked to sign a form annually to indicate they have read and will comply with the Health and Safety procedures of De La Salle College.

