



*Saint Joseph's*  
CATHOLIC SCHOOL

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# Health & Safety Policy

Version 6.6 March 2026

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
LAVERSTOCK  
SALISBURY  
SP1 1QY

<b>Success Criteria:</b>			
<b>Context/Aim:</b>			
St Joseph's school aims to create a safe and healthy environment for staff, pupils, and visitors. To minimise risks to people or property by identifying and taking necessary steps to reduce hazards			
<b>Monitoring Procedures:</b>			
<b>By Whom:</b> All staff, pupils	<b>When:</b> At all times on the premises	<b>How:</b> By taking responsibility for their own actions and raising concerns with site staff/SLT.	
<b>Evaluation:</b>			
<b>By Whom:</b> Business Manager & Governors' Finance & Premises Committee	<b>When:</b> Biennially or when new risks identified	<b>How:</b> Reports to the Full Governing Body	
<b>Revision History:</b>			
<b>Version</b>	<b>Approved and Ratified</b>	<b>Review Date</b>	<b>Additional notes</b>
6.6	March 2026	March 2027	Changes to roles/duties
6.5	June 2025	June 2027	Minor updates
6.4	June 2023	June 2025	Minor changes / Covid Info removed
6.3	June 2021	June 2023	No change
6.2	June 2019	June 2021	Security additions
6.1	May 2017	May 2019	Biennial Review
6.0	May 2016	May 2017	-
5.4	January 2015	January 2016	-
5.3	January 2014	January 2015	-
5.2	November 2012	November 2013	-
5.1	November 2011	November 2012	-
5	November 2010	November 2011	-
4	November 2009	November 2010	-
3	July 2008	November 2009	-
2.3	January 2007	January 2008	-
2.2	March 2006	January 2007	-
2.1	February 2005	February 2006	Re-Write
Reviewed Unchanged	December 2003	October 2004	-
2.0	February 2003	October 2003	-

<b>Key Personnel:</b>	
Headmaster:	Overall responsibility

Operations & Strategic Director:	Delegated responsibility
Site staff:	To report any concerns during routine inspections/jobs

<b>Vision Statement:</b>
<b>With God's love and inspiration, we aspire and achieve excellence.</b>
<b>Vision:</b> St. Joseph's aspires to be an exceptional, inclusive Catholic school where every individual feels a <b>profound sense of belonging and recognises their spiritual gifts</b> . In a safe, trusting, and respectful environment, everyone can thrive.
The St Joseph's family is dedicated to providing and receiving <b>outstanding educational opportunities, enabling each member to achieve excellent progress and outcomes</b> in every aspect of school life to ensure the highest level of academic results. We are committed to nurturing God-given talents and encouraging everyone to reach their full potential, fostering spiritual and moral character development.
Headmaster

<b>National Policies and guidance/courses referred to and incorporated into SJCS Policy:</b>	
<b>Document/Course Title:</b>	<b>Document/Course Date:</b>
HSE directives	

<b>Other SJCS Policies that relate to this Policy:</b>
Minibus Policy
Fire Evacuation Procedures
Asbestos Management Plan
Medical Needs Policy
Lockdown Procedure
Business Continuity Plan

# Health and Safety Policy Document

## Part One

### Statement of Intent

The school's Governing Body and Headmaster recognise and accept their responsibilities both under law and also under our Christian duty to care for each other in order to safeguard the health & safety of the entire community. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed led by the school's Governing Body and Headmaster.

In particular, the Governing Body and Headmaster are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headmaster also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc., or anyone who is or may be affected by the school's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headmaster will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headmaster are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headmaster's commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Headmaster's name: Matthew Higgins	Vice Chair of Governors' name: Mike Riding
Date:	Proposed review date:

## **DELEGATION OF TASKS**

### **THE DUTIES OF THE GOVERNING BODY**

In the discharge of its duty the Governing Body, in consultation with the Headmaster, will:

- I. make itself familiar with the Local Education Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the LEA and in conjunction with the Diocese;
- II. take account of that policy and scheme within budget and other policy considerations;
- III. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- IV. periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- V. identify and evaluate all risks relating to:
  - the premises
  - school activities
  - school sponsored events

identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;

- I. create and monitor the Health & Safety management structure.

In particular the Governing Body undertakes to provide:

- I. a safe place for staff and pupils to work including safe means of entry and exits;
- II. plant, equipment and systems of work which are safe;
- III. safe arrangements for the handling, storage and transport of articles and substances;
- IV. safe and healthy working conditions which take account of all appropriate:
  - statutory requirements
  - codes of practice whether statutory or advisory
  - guidance whether statutory or advisory;
- I. supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- II. necessary safety and protective equipment and clothing together with information on its use;
- III. adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Headmaster, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- I. this policy;
- II. all other relevant health and safety matters;
- III. the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **DUTIES OF THE LINK GOVERNOR**

The Link Governor will lead on the governing board's health and safety responsibilities, in a strategic capacity only.

The link governor for health and safety will:

- Make sure the health and safety policy is up to date, complies with legislation, meets best practice and reflects the school's circumstances
- Make sure that staff know where to find the school's risk assessments and that these are up to date and carried out for all the relevant areas
- Seek assurance that risk assessments are up to scratch, and any risks are mitigated and dealt with appropriately
- Check the school's record of incidents and near misses to look for any patterns which could cause concern
- Make sure accidents are investigated and steps are taken to avoid them happening again
- Monitor how staff are managing health and safety by carrying out an audit of procedures once a year
- Make sure the school has an emergency plan
- Check that school staff receive relevant information from school management about health and safety and that there's a process to inform them of changes
- Check that school staff receive relevant and adequate health and safety training
- Make sure that names and work locations of first aiders and first aid boxes are displayed through the school
- Make sure all appropriate health and safety checks are carried out (for example, fire alarm tests)
- Attend any relevant training for health and safety link governors
- Report back to the governing board about health and safety issues and developments

The link governor will not conduct any health and safety checks themselves.

## THE DUTIES OF THE HEADMASTER

As well as the general duties which all members of staff have (see 5.0), the Headmaster has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Heads of departments, senior members of staff, teachers and others as appropriate.

The Headmaster is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

The Headmaster has general & specific duties under section 4.11 of the Local Education Authority's Health, Safety and Welfare Policy.

In particular, the Headmaster will, on a day-to-day basis, be responsible directly or through delegation to:

- I. ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- II. ensure safe working conditions of the school premises and facilities;
- III. ensure safe working practices and procedures throughout the school so that all risks are controlled;
- IV. arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- V. identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- VI. ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
- VII. collate accident and incident information and, when necessary, carry out accident and incident investigations (investigation of incidents/accidents may be delegated to the Deputy Head);
- VIII. monitor the standards of health and safety throughout the school, including all school-based activities;
- IX. monitor the management structure, in consultation with the Governors;
- X. consult with members of staff, including Trade Union safety representatives, on health and safety issues;

- XI. Where appropriate putting in place necessary arrangements for the welfare of animals and compliance with DEFRA requirements.
- XII. Ensuring staff are assigned the responsibility to regularly check and confirm the contents of all first aid boxes and that the names and availability of qualified first aiders are shared at key points around the school.
- XIII. Ensuring staff, pupils and visitors are aware of systems in place for first aid and that first aiders are available at all times.
- XIV. Where appropriate putting in place necessary personal protective equipment through the risk assessment process, remembering that PPE should be the last option of risk reduction.
- XV. encourage staff, pupils and others to promote health and safety.
- XVI. Consider health and safety in the selection of contractors and the planning of contracted work and to provide general supervision of contractors whilst on the school site.
- XVII. Have and practise emergency and contingency plans.

## THE DUTIES OF FACILITIES MANAGEMENT COMPANY

### St Joseph's Catholic School

This statement sets out the health and safety responsibilities of Generation One Ltd (GenOne) in its role as Facilities Management (FM) provider to St Joseph's Catholic School. It is intended to provide assurance and clarity regarding the respective duties of the School and the FM provider, in accordance with UK legislation, Department for Education (DfE) guidance and Good Estate Management for Schools (GEMS).

### Legislative and Regulatory Framework

GenOne acknowledges and accepts its responsibilities under all relevant health and safety legislation and guidance, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Regulatory Reform (Fire Safety) Order 2005

In addition, we will have due regard to:

- Department for Education (DfE) guidance, including "Health and safety: responsibilities and duties for schools" and "Managing school premises"
- GEMS guidance and best practices
- Relevant Health and Safety Executive (HSE) Approved Codes of Practice and guidance

### **General Duty of Care**

In line with Section 3 of the Health and Safety at Work etc. Act 1974, GenOne will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that pupils, staff, visitors and others are not exposed to risks to their health or safety arising from FM activities.

### **Scope of Facilities Management Responsibilities**

Within the scope of the FM contract, GenOne is responsible for the safe delivery of all facilities management services, including hard and soft FM services and the management of specialist subcontractors. All works will be planned and coordinated to minimise disruption and risk within the school environment, with regard to safeguarding and pupil safety.

### **Risk Assessment and Safe Systems of Work**

GenOne will ensure that suitable and sufficient risk assessments are undertaken for all activities under its control. Method statements and safe systems of work will be implemented where required and will reflect the specific risks associated with operating in a secondary school setting.

### **Competence, Training and Supervision**

GenOne will ensure that all employees and contractors are competent, appropriately trained and suitably supervised. Site-specific induction, including safeguarding and emergency procedures, will be provided prior to commencing work on site.

### **Statutory Compliance and Planned Maintenance**

GenOne will manage statutory inspections, testing and maintenance of premises, plant and equipment within the agreed scope of service, ensuring compliance with relevant legislation and DfE expectations on safe and well-maintained school premises. Records will be maintained and made available to the School upon request.

### **Cooperation, Communication and Monitoring**

GenOne recognises that the Governing Body and Headteacher retain overall responsibility for health and safety within the school. In accordance with DfE guidance on shared responsibilities, GenOne will cooperate and coordinate with the school, providing relevant information, attending meetings where required and promptly reporting hazards or concerns.

### **Continuous Improvement**

GenOne is committed to continual improvement in health and safety performance through monitoring, auditing, incident review and engagement with the school, in line with both DfE expectations and GEMS standards where applicable.

### **Division of Health and Safety Responsibilities**

The table below outlines the division of health and safety responsibilities between the school and GenOne to ensure clear accountability, effective cooperation and compliance with DfE guidance.

Area of Responsibility	School (Governing Body / Headteacher)	GenOne
Overall health and safety policy	Retains overall responsibility for the School Health and Safety Policy and its implementation.	Supports implementation within the scope of FM services and aligns company procedures accordingly.
Strategic health and safety leadership	Provides leadership, governance and oversight in line with DfE guidance.	Provides competent advice and operational support relating to premises and FM activities.
Risk assessments (curriculum & pupil activities)	Responsible for risk assessments relating to teaching, learning, curriculum activities and pupil behaviour.	No direct responsibility unless FM activities interact with curriculum areas.
Risk assessments (premises & FM activities)	Reviews and monitors significant risks affecting the premises.	Responsible for undertaking, reviewing and implementing risk assessments for all FM activities.
Statutory compliance (premises & plant)	Ensures suitable arrangements are in place to achieve compliance.	Manages statutory inspections, testing, maintenance and record keeping within contract scope.
Maintenance and repairs	Identifies issues and prioritises works in line with operational needs.	Plans and delivers maintenance safely using competent staff and contractors.
Contractor management	Ensures appropriate safeguarding and site rules are in place.	Selects, manages and supervises contractors carrying out FM works.
Training and competence	Ensures school staff are trained for their roles.	Ensures FM staff and subcontractors are trained, competent and supervised.
Accident and incident reporting	Records and investigates incidents involving pupils and school staff.	Reports, investigates and submits RIDDOR reports for incidents arising from FM activities.
Emergency procedures (fire, evacuation, lockdown)	Establishes emergency procedures and communicates them to staff and pupils.	Ensures FM staff comply with and support emergency procedures.
Safeguarding	Retains overall safeguarding responsibility.	Ensures FM staff comply with safeguarding requirements and site protocols.

Monitoring and review	Monitors overall health and safety performance.	Provides data, reports and supports audits and reviews.
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## THE DUTIES OF SUPERVISORY STAFF

In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headmaster or the member of staff nominated by the Headmaster, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

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

- I. safe methods of working exist and are implemented throughout their area of responsibility;
- II. health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- III. staff, pupils and others under their jurisdiction are instructed in safe working practices;
- IV. new employees working within their area are given instruction in safe working practices;
- V. risk assessments are conducted in their area of responsibility as required by the Headmaster or as necessary;
- VI. regular safety inspections are made of their area of responsibility as required by the Headmaster or as necessary;
- VII. positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- VIII. all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- IX. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- X. Hazardous and highly flammable substances in the department are correctly stored and labelled in accordance with COSHH requirements, and exposure is minimised.
- XI. they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- XII. all health and safety information is communicated to the relevant persons (meetings, notice boards, e-mail etc);
- XIII. they report any health and safety concerns to the Headmaster.
- XIV. To support to put in place strategic plans for local & national emergency to ensure business continuity.

## THE DUTIES OF ALL MEMBERS OF STAFF AND VOLUNTEERS

All staff are expected to familiarise themselves with the health and safety aspects of their work.

All staff have a responsibility to:

- I. take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- II. follow agreed working practices and safety procedures;
- III. report any accident, near miss, incidents of violent, including verbal abuse or any hazard;
- IV. ensure health and safety equipment is not misused or interfered with;
- V. undertake risk assessments of activities and work practices in conjunction with the Operations & Strategic Director and/or trip co-ordinator.
- VI. must not use any equipment unless they have received appropriate training and are deemed competent to do so.

## **HIRERS, CONTRACTORS AND OTHERS**

The Headmaster will seek to ensure that hirers, contractors, and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are used for purposes not under the direction of the Headmaster, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in this document.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employment of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headmaster will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety, or welfare.

Asbestos – the school has an asbestos survey which is updated and monitored. There is an asbestos register available and management plan. This register will be referred to before any planned maintenance, refurbishment, or other work in which the fabric of the buildings is being affected.

## **CATERING CONTRACTOR**

Nourish Catering, as the school's contracted catering provider, must ensure all catering operations are carried out safely, hygienically and in full compliance with school policies and relevant legislation.

- All Nourish staff must complete school-specific induction and follow safeguarding and site rules.
- Hazards, defects or near-misses must be reported immediately to the Operations & Strategic Director.
- Nourish must supply the school with up-to-date copies of all relevant risk assessments; the school will maintain and securely store these on file.
- Nourish must maintain training records for all catering staff and provide these to the school on request. Staff must not operate equipment unless trained and competent.
- Nourish must provide suitable PPE for all catering staff, including any task-specific protection required by risk assessments. PPE must be worn correctly and replaced if damaged.
- All catering operations must meet Food Hygiene Regulations, maintain allergen control and keep all due-diligence documentation.
- Only trained staff may operate kitchen equipment; defective equipment must be taken out of use and reported.
- Cleaning chemicals must be stored/used in accordance with COSHH requirements.
- Safe manual handling practices must be followed, and walkways kept clear.
- Fire exits must remain unobstructed; staff must know fire and gas-safety

procedures.

- Pupils must not enter kitchen or food-prep areas; any safeguarding concerns must be reported to the DSL.
- Waste must be managed safely and hygiene standards maintained.
- All accidents or incidents must be reported under both school and Nourish procedures, with full cooperation in investigations.

## **STAFF CONSULTATIVE ARRANGEMENTS**

The Governing Body, through the Headmaster, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

The Staff Health & Safety Committee, made up of teaching and support staff will meet and report regularly to the Governors through the Finance and Premises Committee.

## **SIGNIFICANT AND CRITICAL INCIDENTS**

The School may need to respond to an incident in which life is threatened or lost. Though the exact response will vary according to circumstances a Business Continuity plan is in place to inform those involved in dealing with such an incident.

Every situation will vary according to the circumstance but the principals outlined within this plan should be used according to the trauma being handled.

Emergency lighting will be tested on a monthly basis by site staff and annually by an external contractor (3-hour shutdown process) and records will be maintained recorded on system.

## **EMERGENCY PLANS**

The Headmaster will ensure that emergency plans are in place to cover foreseeable major incidents which could put the occupants or users of the school at risk. These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- I. save life
- II. prevent injury
- III. minimise loss

This sequence will determine the priorities of the emergency plan.

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The Headmaster is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff

Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Firefighting equipment will be checked on an annual basis by an approved contractor. Such equipment will also form part of weekly/monthly internal trust Health and Safety checks.

Fire alarms will be tested weekly from different fire call points around the school and records will be maintained and held on 'Know My Building' compliance system. Where a school has a live kitchen that cooks on site using gas appliance, the call point is to be tested weekly alongside the fire call points which are subject to rotational testing.

The emergency evacuation plan and the critical incident plan will be agreed by the Governing Body, rehearsed by staff and pupils as necessary and the outcomes will be reported to the Governing Body.

## **LEGIONELLA MANAGEMENT**

The following steps outline the Governing Body's commitment to the effective management of the risks associated with legionella and in so doing demonstrates compliance with the law. The Governing Body, as an employer is responsible (Duty Holder) for assessing the risk and undertaking precautionary measures to reduce the risks of exposure to legionella.

The Headteacher will act as the Appointed Responsible Person on behalf of the Governing Body and will ensure legal compliance by undertaking the following:

- Identifying and assessing sources of risk relating to Legionella from class activities and water systems on premises
- Creating a Scheme of Works (Management plan) to manage such risks using the information contained in the latest Legionella Risk Assessment.
- Ensuring day to day adherence to the Scheme of Works to ensure safe working conditions
- Keep and maintain the correct up-to-date records of risks and control measures implemented
- Undertake any other duties in respect of legionella management that are deemed necessary.
- Ensure that, in the event of a positive test result for legionella bacteria, all aerosols are immediately isolated and prevented from being used,

the Water Hygiene contractor is contracted and the necessary corrective treatment takes place at the earliest opportunity.

In order to achieve the above the Responsible Person will engage the services of a person /organisation competent in all aspect of legionella management and in order to identify such persons/organisation will consider consulting the Legionella Control Association.

In order to determine the level of risk and the counter measures required, the following testing programme will be implemented as a minimum, intervals may change according to the latest risk assessment for the school:

- A Risk Assessment carried out by a competent person to identify any hazards – as a maximum of every 2 years or following any significant alteration/work to water services.
- Weekly flushing of little used outlets.
- Monthly recording of hot and cold temperatures at sentinel taps and a random selection of taps.
  - Annual Water sampling.
- Quarterly - dismantle, clean and descale showerheads and tap heads.
- Annual tank inspection and disinfection.

The Duty Holder must ensure records are kept in relation to all aspects of Legionella Management and there are held for a period of at least 5 years.

## **FIRST AID**

Only designated members of staff, who have received full training by a qualified medical person can administer medication/first aid. Their training must be current and receive refresher courses at the required intervals. A list of trained first aiders is located in the staff handbook, staff room and at Reception.

Staff must use the relevant protective equipment for that purpose.

Written parental instructions regarding treatment and written consent from parents for treatment to be given. Written consent from the GP or medical professional for the treatment to be given.

Evidence for training, qualifications, instructions, and consents are retained by the school.

Supplies of first aid materials are held at various locations throughout the school including the minibus. These locations will be determined by the Headmaster. They will be prominently marked and all staff to be advised of their position. The materials are regularly checked and replenished if necessary.

Locations are: Art Room, PE Department, Science Rooms, Kitchen, Reception, Boiler House, Minibus.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity. This record is kept in on CPOMS.

## **SMOKING AND VAPING**

The school building and grounds are designated a no smoking / vaping area.

## **SITE SECURITY**

It is recognised that it is impossible to completely secure St Josephs' school site. All staff are aware of the procedure for dealing with intruders found on site (please see separate intruder procedures) Site staff are the main contact for security issues and can also be contacted out of hours by Southern monitoring services in case of alarms sounding.

## **POLICY REVIEW**

The Governing Body will review this policy statement biennially and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

## **SPECIFIC ADVICE AND GUIDANCE**

The advice and guidance which makes up the remainder of the school policy is contained in the Wiltshire Council School Health and Safety Manual.

The Governing Body and the Headmaster will ensure that written procedures are produced and maintained to provide detailed and current information about the specific health & safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what in what circumstances.

The written procedures within the school are as follows:

- Storage and administration of medicines
- Provision of first aid

- Safety inspections
- Fire and other emergency evacuations
- Organising outdoor education activities
- Unexpected loss of utilities
- Site security
- Reporting of accidents, incidents, hazards and near misses
- Use of dangerous tools, equipment, machinery
- Use of or exposure to any hazardous substances or materials
- Maintenance of dangerous plant and equipment and electrical systems
- Access to any height
- Violence to staff
- Lone working
- Use of contractors
- Lettings of school buildings and facilities
- Vehicular movements on site
- Use of minibuses
- Managing water hygiene
- Work experience for pupils / pupils
- High risk activities associated with the curriculum or school sponsored events

Whenever required, the Governing Body, Headmaster and other staff are to seek advice from the LA, the Council's occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

## **APPENDIX A**

### **GUIDELINES FOR STAFF ON WORKING ALONE**

Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness.

Normally during term time, staff should not be working in school after 6.30pm. Any member of staff wishing to work outside of normal hours or during school holidays, should try to ensure that at least one other colleague is also on site – ideally within calling distance or with both parties having telephone contact.

If a member of staff is working alone on site they should take the following precautions:

- Ensure you are working in a room with a telephone or carry a mobile phone with you.
- Do not work at heights on a ladder or steps
- Do not go onto the roof or any space where you might become trapped
- Do not do any tasks involving hazardous tools or materials

- Avoid working outside the main building
- Lock the doors and close the windows to prevent intruders
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- If working after dark, carry a torch
- When leaving the building limit the amount you are carrying to have one hand free
- Ensure someone knows where you are and your estimated time of arrival at home
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

## APPENDIX B

### PROCEDURE FOR RESPONDING TO SECURITY ALARM PHONE CALLS

An effective intruder alarm is in operation. (Installed by Premier Fire and Security) This is always set when the school is not in use. It is monitored by Southern Monitoring who will call the listed keyholders in the event of an alarm.

External security lights come on around the buildings after dark. However, it should be noted that in the interests of Health and Safety no one should be **ALONE** onsite out of hours in the dark. It is safest to respond in daylight hours.

1. Firstly, ask whether confirmed or unconfirmed when called. If unconfirmed the issue can be investigated the next day during working hours. It is likely to be something minor such as a paper notice falling down. The alarm should sound internally for 15 mins and not disturb the neighbourhood.
2. In the rare event that the alarm sounds repeatedly as an unconfirmed alarm event the keyholder should investigate in order to silence the alarm. It may be necessary to turn the alarm off until Premier Fire and Security can fix the fault.

3. Sometimes intruders only set off one sensor. Although an alarm may be unconfirmed (only one sensor tripped) intruders may still be on site. Therefore, extreme caution should be taken if responding to an unconfirmed alarm event out of hours.
4. If confirmed police will **NOT** respond automatically. Please phone police in the event of a confirmed alarm event or if believed necessary and arrange to meet them on site to provide access.
5. **DO NOT APPROACH PREMISES UNTIL POLICE ARE ON SITE (IF ITS A CONFIRMED ALARM EVENT)**
6. Once police are satisfied with building security and are ready to leave, enter your code to reset the alarm and leave the building as usual.

## APPENDIX C

### PE Department H&S Policy

#### Physical Education

We at St Joseph's P.E are a lively and welcoming department who strive to challenge our pupils to participate fully in lessons, improve their knowledge, skills and understanding and to continue with an active and healthy lifestyle after leaving school.

*“Establishing activity from an early age and throughout childhood makes an important contribution to healthy growth and development. In conjunction with diet, regular activity is essential in maintaining the energy balance as well as developing physical literacy,\* social skills and creative and emotional intelligence, such as positive self-esteem and peer relationships.” (Department for Health)*

St Joseph's is committed to safe practice in physical education and recognises that the teaching staff and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

The policy follows the standards set out in 'Safe Practice in Physical Education and School Sport' produced by the Association for Physical Education.

#### **Implementation**

The Head of PE is responsible for ensuring this policy is brought to the attention of all staff in the Department, for ensuring that it is complied with. Furthermore, the HOD is responsible to speaking to the departments Link Governor and ensuring that they are fully aware of the policy. This policy is to be reviewed annually by both the department and link governor.

The Head of PE is also responsible for completing an Association for Physical Education (afPE) PE risk assessment form for each PE event where significant health and safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff; this is to be completed annually.

#### **Staff competence and qualifications**

Teachers with responsibility for the planning and delivery of PE programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the DfE. This is checked with SLT and HOD when staff are employed via 'Safer Recruitment'.

Where there are specific National Governing Body Certificates available for certain sport or activities, teachers planning or supervising these activities should be certificated as appropriate.

Only in exceptional circumstances and with great care should teachers of other subjects who have no specialist training in physical education be time-tabled to teach in the PE department. Those teaching staff **will not** take teach any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events. In the event of a non-specialist being timetabled on; the department will rotate teachers to allow qualified staff to lead on these activities.

### ***Manual handling and storage of equipment***

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

### ***Apparatus and Equipment Handling by Pupils***

It is an integral part of the subject to involve pupils in apparatus handling, particularly in gymnastics and also equipment handling and carrying in other activities. However this must be carried out in such a way as to reduce risk to pupils as far as is reasonably practicable. The PE department will instruct and teach pupils so they learn how to handle equipment safely according to their age and strength. In relation to pupils setting up trampolines the HSE state that it is acceptable as long as it is simple and sensible instructions are given by qualified competent staff; with this, the qualified member of staff will be present!

### ***Inspection of equipment***

All indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly and records kept (vis dept meeting minutes). Any equipment which is not fit for purpose is to be reported to HOD and then removed or not used. PE department staff should carry out pre-use visual checks of equipment to identify obvious defects this includes a visual sweep of the area/room prior to use to ensure any hazardous objects are removed. Games posts to be kept in good condition, lighter portable posts secured to prevent them falling over free standing posts secured and all posts checked regularly.

### ***Hazards and equipment defects***

It is the responsibility of everyone in the PE department to notify the Head of Department of any hazards, e.g. defects to equipment, so that appropriate action can be taken (see above). If the Head of Department considers a defect to be a significant threat to health and safety, the equipment must be taken out of action until the defect to the equipment has been remedied and/or the Head of Department agrees it is safe to be used. A notice must be hung on the equipment indicating that it is faulty and must not be used.

## **Sporting Fixtures**

The level of supervision should be at least in the ratio of one teacher to 15 pupils. At the end of a fixture, staff must ensure that all pupils are supervised until they are collected, or dismiss them if they are walking home (this to be agreed by parent/guardian before fixture).

## **Effective Safety Management in PE:**

The effective management of safety for an academy P.E. Department has four components:

1. Risk assessment and planning before a lesson.
2. Organisation of routines during and between lessons to include:
  - i. the checking of equipment to be used
  - ii. the use of appropriate kit, etc;
  - iii. checking all P.E. areas are free from sharp objects and broken glass;
  - iv. location of safety equipment;
  - v. reporting accidents.
3. Control to include:
  - i. Where to find safety information.
  - ii. Regular safety checks.
4. Monitor and Review - including procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general.

## **SECTION 1.**

### **Risk assessment and planning before a lesson.**

All Departmental staff are required to familiarise themselves with the health and safety policies of St Joseph's along with the PE Department, copies of risk assessments of the different facilities which are retained in the Departmental office or in electronic format in an accessible location.

Before a lesson starts staff should:

1. Have carried out a risk assessment, this can be done visually e.g. checking of the surface and checking of equipment before this is handed out. Should any equipment be faulty this must not be used and at the end of the lesson either signed to ensure it isn't used by anyone else or removed from its location to be fixed.
2. Have procured any necessary safety equipment and undertaken any safety measures.
3. Know when to use particular facilities and equipment.

### **Additional Notes/Equipment set up etc.**

Risk assessment is a process that has several components:

1. Identify hazards. N.B. These can be routine, e.g. lifting five a side goals, or the throwing of a basketball to an inattentive pupil (which can break a finger). If activities are well-managed, and the pupils concerned are carefully supervised, then the element of risk will be minimised or removed.
2. Look at cause and effect e.g. a large class size may adversely affect the safety of the people in a gym/sports hall. Therefore, the number of pupils allocated to any one group is ideally restricted to help enable adequate and safe use of the equipment/facilities in each

gym/sports hall. e.g. supervision levels may significantly affect the level of risk. That 'class' is likely to average 28, 29, 30 pupils. However, once you move away from 'normal' things should change, so:

- A class with a high number of pupils with special physical or learning needs
- A class with a high number of behavioural issues
- A setted or banded lower ability group

All of the above would mean reducing the class size or using additional staff.

In addition, if the staff member is:

- An ECT
- New to St Joseph's
- Inexperienced
- Lacking in confidence in that activity

All of these should have a bearing on the class size.

Finally, if the activity is a higher risk activity such as:

- Trampolining
- Swimming (not applicable)
- Some athletics events
- Outdoor and adventurous activity

This would also mean reducing the ratio.

The lists above are not exhaustive, each situation will be assessed, and a decision made having weighed up the circumstances such as those in the lists above. These factors are discussed at Department meetings to ensure all staff are happy with class size/activities etc.

1. Examine methods of work.

In the PE hall certain major areas should be clearly defined, e.g.

- where pupils perform the activities;
- where large items of equipment are cited;
- where smaller items of equipment are stored;
- where information/rules/work is displayed.

The floors must be kept clean and dry, and adequate lighting, in terms of its location and brightness, must be provided. Where applicable, there must be prominent signs warning of specific dangers and safety rules.

2. Investigate the safety literature for advice.

3. Remove hazards where possible. Clearly good class management and supervision are crucial to this.
4. Estimate any costs incurred in changing practice and obtain or request relevant funding.
5. Implement new practices.
6. Review the changes - is the risk better or worse?

In case of emergency staff should already:

1. Be familiar with evacuation procedures in case of fire or other emergency.
2. Know the location and identity of the officer trained in first aid.

## **SECTION 2.**

### **Organisation of routines during and between lessons.**

1. Teachers should make frequent references to the rules and procedures applicable to a particular area or activity. A list of the Department's general rules and procedures, together with a list of those specific to the area, must be prominently displayed in or by the sports hall (displayed on KS3/4 Notice board).
2. Procedures and expectations before, during and after the PE lesson are communicated to pupils at the start of each academic year and then continually referred to throughout the year by staff individual teachers.
3. Supervision when changing: When the gender of the teacher / pupils allows staff should be present in the changing rooms whilst pupils are changing. This can be dropping in a checking, ensuring pupils are being sensible. However, if the teacher is teaching an opposite gender group or a mixed sex group then it isn't appropriate to be in the changing rooms. The following procedure should be followed:

Staff to speak to two responsible / reliable pupils who are in the group who are to inform the staff member of any incidents that might occur in the changing area.

This scenario is used in the case where one staff member is taking a mixed gender group, and, for example only male PE staff are teaching in the department at the time even though female pupils are being taught and need to change.

Different attitudes towards privacy, and safeguarding issues do mean that St Joseph's staff have to adopt a safe, vigilant and reasonable procedures to changing. This may mean that constant supervision is not the best method. Safety must never be compromised; a staff member will always be on hand.

4. When located on the field staff, if an accident/incident arises staff are to send two reliable pupils to reception to make contact with either the school first aider or a member of SLT. In addition, all PE staff are to be first aid trained; if an incident occurs one PE teacher is to supervise both classes therefore freeing the other teacher to attend to the pupil .

## THE P.E. DEPARTMENT SAFETY CODE FOR PUPIL S

The gym/sports hall is a much safer place to work if you follow this code:

### Before the lesson starts you must:

1. Line up at the correct meeting point.
2. Wait sensibly for your teacher to register you.
3. Then enter the changing rooms in a sensible manner and get changed into your PE kit.
4. Ensure that you are wearing the correct PE kit including a hair bobble. Required PE kit is listed in your planner.
5. NO food or drink (except water) should be consumed in the changing rooms.
6. When you are ready meet your teacher at the appropriate area or meeting point.

### On route to your lesson:

1. **Never** go into your activity area without **permission**.
2. **Never** enter store cupboards unless given permission by a member of staff.
3. **Always walk** to your activity area and **never run** or push anyone.
4. **If you are on the field** you must wait for your member of staff either at the shed or at the top of the steps. When returning from the field you **MUST** clean boots on the boot brush and then walk (when directed to do so) in the changing rooms.

### During the lesson you must:

1. **Always** know exactly what you are doing and how to use an item of equipment. If not, ask your teacher.
2. **Always** follow instructions first time.
3. **Always** report an accident or breakage immediately.
4. **Never** interfere with equipment.
5. **Never** remove or interfere with any safety notices.
6. **Never** put anything in your mouth. Do not eat, drink or chew.

### At the end of the lesson:

1. **Always** leave your activity area clean and tidy.
2. Get changed sensibly and leave the changing rooms once changed.
3. Go to your next lesson.

6. Teachers insist that pupil s use the correct names of equipment when talking to staff and peers.

7. Pupil s should be encouraged to develop a strong sense of 'health and safety' for themselves and others, and to become familiar with the general and area-specific rules and procedures. Pupil s must heed the teacher's advice on how to avoid any potential risks when using particular apparatus, equipment, materials or transport. They are required to behave sensibly at all times, and should be reminded regularly of the dangers that exist whilst doing P.E. Safety training for pupil s is therefore important - particularly important is the consideration of situations which do not always appear to be dangerous, but which often are, and of which pupil s must be made aware.
8. When appropriate, pupil s are required to perform certain activities with a prescribed number of safety monitors, e.g. trampolining.
9. Doors must be locked if staff leave the activity area they are in. Pupil s are not allowed to enter or work in any activity area unless actively supervised.
10. Pupil s and staff are not to eat or drink (other than water) in any activity area or changing room- this includes break and lunch times (unless the pupil has a medical condition which requires them to consume food or other liquids).
11. At the end of a lesson staff are to ensure that all equipment has been rendered safe and should remove and report any breakages.
12. Staff should ensure that the pupil s leave the area in an orderly manner. If fire exits are used this can reduce the congestion, which is often heavy, in the corridors.
13. Particular care should be given to the distribution and collection of equipment; the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.
14. Notices identifying large items of equipment, giving instructions on how to use them safely, and warning of any potential hazards, must be prominently displayed in positions adjacent to them.

### **SECTION 3.**

#### **Control**

1. Where to find information:
  - a) Safe Practice in Physical Education and School Sport can be located in the Physical Education Department office and teachers should refer to this with regards to specific activities and if they have any concerns and queries. All staff who lead lessons or take clubs are to speak to the HOD if they have any specific questions/queries.
  - b) Teachers need to be familiar with the procedures for reporting accidents, particularly those that constitute an emergency (these are discussed annually at department meetings).

c) When an accident has taken place where a pupil/staff have injured themselves, an Accident/Incident Recording Sheet (Wiltshire Council issued) is to be completed by the staff, photocopied, with one copy going to reception/head and the other going to HOD to be filed.

d) At department meetings a continual agenda point is to discussed any recent accidents/incidents in PE. Staff are to discuss any potential strategies to prevent this type of incident occurring in the future (if any). This is to be recorded in the department meeting minutes.

2. Regular safety checks:

a) Gym equipment/apparatus is regularly monitored by all teaching staff (see below for details) paying particular attention to wall bars/fitting brackets. An annual safety check by a specialist contractor is also carried out.

b) The portable electrical equipment (such as sound systems) is checked annually.

c) Lighting to be maintained in a condition that produces adequate light for the required activities. Any defects in lighting should be reported to the Operations & Strategic Director/ caretakers.

d) Heating must be sufficient to provide comfort and to comply with statutory requirements - Any defects in heating should reported to the Operations & Strategic Director/ caretakers.

f) Floors to be regularly inspected to ensure they remain clean, even, non-slip and splinter proof - Any defects in the flooring should be reported to the Operations & Strategic Director/ caretakers.

g) Benches will be inspected to ensure that they remain free from splinters.

i) Vaulting horses, beams and benches must be stable.

j) Changing rooms/showers will be checked for broken tiles, sharp edges, and hygienic cleaning. Issues should then be reported to Operations & Strategic Director/ caretakers.

k) A first aid box is kept in the PE department office and returned to the appointed first aider (JNO) when items have been used to replenish this.

3. Trainee teachers and new teaching staff are given an induction programme that includes training in safety procedures. All of the department's staff will be trained on the use of new equipment.

4. All members of the PE department will be trained to deliver emergency first aid – staff to be placed onto refresher courses when qualifications are expiring (courses completed externally).

## **SECTION 4.**

### **Monitor and review**

1. Procedures for reporting safety matters: such as a suspicion/reporting of faulty equipment including faulty/inadequate firefighting equipment:

- a) **Always** inform the Head of Department and colleagues. Also inform the Operations & Strategic Director/ Caretaker as appropriate, ensure that this is done verbally and written (e.g. through email correspondence). Once the Head of Department has been informed it will be his/her responsibility to make appropriate decisions, e.g.
    - i. Immediately taking the relevant piece of equipment out of service.
    - ii. Organising a replacement item of equipment.
  - b) Safety matters are standard items on the agendas of the Department meetings.
2. Procedure for Circulating Safety Information.
- On receipt of a safety concern these are categorised by the Head of Department under one of three headings:
- i. **Immediate action required** - staff are verbally informed by the Head of Department / post holder and then emailed a copy of the new/revised instruction as soon as possible (if appropriate). The related Risk Assessments are then to be altered as appropriate if required. The document will then be discussed at the next department meeting.
  - ii. **Medium/long term action required** – Staff are informed and the document is circulated to all P.E. staff and then filed. The Practical Requirement sheets and related Risk Assessments are then altered as appropriate. The document will be discussed at the next department meeting.
  - iii. **No action required** – Staff will be informed at the next department meeting.

### **Dealing with and reporting incidents**

If an accident occurs within a lesson or extra-curricular the following procedure must be followed:

1. Staff member to assess the pupil and the severity of the injury. If staff first aid trained (all PE staff should be) then they must follow their first aid training.
2. If staff feel that the injury is severe then the school first aider (JNO) should be contacted, with two responsible pupils reporting to reception.
3. If the injury is that severe that the pupil isn't to be moved staff should clear the area around the pupil and ensure that they are kept warm and spoken to whilst waiting for the school first aider (JNO).
4. Once the school first aider (JNO) has arrived she will take over at this point and administer any first aid required / contact parents / hospital / doctors.
5. If the injury doesn't require the school first aider (JNO) then staff to issue first aid as appropriate and make recommendations as required e.g. advise pupil to go to school first aider should the pain continue.
6. In both situations (school first aider present or not) staff **MUST** complete the accident reporting form in as much detail as possible and as soon as possible which is located in the PE department office, ensuring names of any witnesses are collected for accident investigation purposes.
7. This form to be photocopied with one copy going to reception/Headmaster and the other copy going to HOD to be filed. Incident to be discussed at the next department meeting.

**Extra-curricular:**

1. If the injury / accident occurs during extra-curricular staff to follow the same procedure above unless school first aider (JNO) isn't present and then it may be required for the member of staff to contact parents / hospital / doctors.
2. Prior to calling of an ambulance (if required) staff should make an attempt to contact a member of SLT and HOD. A member of the SLT & HOD should be contacted when any situation during extra-curricular (practice or fixtures) occurs.