



HEALTH AND SAFETY POLICY

SECTION 1: Declaration of Intent

The FBMF has a statutory duty to provide a safe place of work and healthy working environment for all its employees. The school's responsibility is to ensure as far as is reasonably possible the health and safety of all who enter the premises.

This policy makes an unequivocal commitment to high standards of health and safety. The School accepts the responsibility to set a safety policy, for all of the work which falls within their remit, which is in accordance with the policies of the Local Authority.

We seek to maintain, and improve progressively, the environment of the school in order to ensure the health, safety and welfare of all its users. We intend to comply with all relevant legislation. We intend to ensure that everyone have sufficient information and appropriate training to fulfil their responsibilities.

We seek to create an environment within the school where everyone:

- is aware of their responsibilities to each other;
- act in responsible ways, consistent with others' health and safety;
- safeguard and promote the health and safety of others.

The policy relates specifically to health and safety on the school site and its environment. Employees are, however, expected to take similar precautions, and adopt similar practices and procedures, whilst engaged in activities away from the school and may need to address Health and Safety policies of other centres or organisations.

All employees organising educational visits must comply with the Local Authorities on Educational Visits as well as Procedures identified in various documents.

We undertake to make arrangements for consultation and participation in decision-making in matters relating to health and safety, between managers, teaching and non-teaching staff, and students.

Failure on the part of employees to discharge the obligations placed upon them by this policy may render them liable to:

- prosecution under health and safety legislation;
- disciplinary action, under the school's disciplinary procedures and rules.



SECTION 2: Objectives

The FBMF seeks to promote health and safety by providing, in so far as is reasonably practical:

- healthy and safe working practices and conditions;
- information, instruction and training in safe working methods and practices;
- first aid facilities; and employees trained in first aid;
- safe premises, plant and equipment;
- safe arrangements for the handling, storage and use of materials and substances
- systems for the establishment and maintenance of codes of practice and risk assessments;
- safe access and including evacuation procedures;
- appropriate security arrangements;
- effective communication systems for issues of health and safety;
- periodic checks on the safe operation of tools and equipment.

This policy will be periodically reviewed to ensure that it complies with legislation and local conditions.

SECTION 3: Responsibilities

The FBMF Foundation expect **all employees** to be responsible for ensuring the effective implementation of this policy.

All employees have a responsibility to:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety;
- support measures implemented to meet statutory requirements;
- be aware of, support, implement and comply with this policy;



- set a good personal example through safe behaviour;
- make use of protective equipment available and follow procedures established for safe working; and to ensure that all others do the same;
- familiarise themselves with emergency evacuation procedures;
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences;
- satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations;
- teach safety as an integral part of lessons, both by formal teaching and example; and prohibit any student who refuses to adopt safe working practices from taking part in the lesson or activity.

The Health and Safety Committee will carry out co-ordination of the policy and its implementation on a day-to-day basis. This will be done in liaison with the Managing Director with responsibility for premises.

Specific roles, responsibilities and procedures are outlined as follows.

i) The Duties of the Managing Director

will:

- make itself familiar with health and safety legislation and codes of practice which are relevant to the work of the school including all community education;
- ensure that there is an effective and enforceable policy for the provision of health and safety;
- undertake to provide a safe place for everyone to work;
- enable staff to perform their school-related activities in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.



ii) Duties of the Managing Director

The MD is accountable to the school for the implementation of the Health and Safety Policy.

He has responsibility for the day to day maintenance and development of safe working practices and conditions. The MD is required to take all necessary and appropriate action to ensure that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times.

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In particular the managing director will:

- be aware of the requirements of health and safety legislation and codes of practices relevant to his/her areas of responsibility;
- ensure the health, safety and welfare of all personnel using the premises or taking part in any activities for which he/she has responsibility;
- ensure safe working practices and procedures;
- consult with employees on health and safety issues;
- identify training needs of employees and students and ensure, within the resources available, that these needs are met;
- collate accident and incident information and when necessary, carry out investigations;
- monitor the standard of health and safety throughout the school;
- monitor first aid and welfare provision;
- arrange systems of risk assessment.



iii) The Duties of the Managing Director with responsibility for premises

The MD has a responsibility to:

- be accountable for overall day-to-day responsibility for the implementation and operation of the school's health and safety policy
- ensure compliance with and monitoring of this policy
- ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively
- ensure safe methods of working exist and members of St Ivo are instructed in safe working practices
- organise regular safety inspections as required by the Head or as necessary
- ensure that any defects in the premises, plant, equipment or facilities are made safe or are notified
- ensure that toxic, hazardous and highly flammable substances are correctly stored.

iv) The Duties of the School and Safety Officer

The function of the Safety Officers is to represent the employees in consultation with the MD or his/her representative in terms of the requirements of the **Health and Safety at Work , etc. Act 1974.**

In order to carry out this duty effectively, the Safety Officer shall:

- have an understanding of relevant current practice
- investigate potential hazards and dangerous occurrences in the school
- investigate complaints by any employee relating to health, safety or welfare at work and to make representations to the Head regarding such matters
- organise regular inspections of the school site and report back to the Health and Safety Committee



- attend the meetings of the Health and Safety Committee.

vi) The Duties of Supervisory Staff

All supervisory staff (eg health and safety reps) will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they have overall day-to-day responsibility for the implementation and operation of this health and safety policy within their relevant departments and areas of responsibility.

They will assist other employees, students and visitors to comply with its requirements.

They will ensure that:

- safe methods of working are implemented;
- health and safety regulations, rules and procedures and codes of practice are applied effectively, including other employees, students⁷ and visitors and others in safe working practices and communicating relevant health and safety information to relevant persons.
- they monitor the standard of health and safety throughout the department in which they work, including completing necessary risk assessments and regular safety inspections; encourage others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of everyone;
- they report any health and safety concerns to the appropriate person and take positive, corrective action where necessary to ensure the health and safety of all staff, students and others;
- all plant, machinery and equipment in the department in which they work is adequately guarded, and is maintained in good and safe working order;
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.
- appropriate protective clothing and equipment, first aid and fire



appliances are provided and readily available in the areas in which they work;

– toxic, hazardous and highly flammable substances in the areas in which they work are correctly used, stored, labeled and disposed of;

The Duties of all Employees (teaching and non-teaching)

All employees will make themselves familiar with the requirements of **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to their area of work. They should:

– take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;

– co-operate with his/her employer to enable the employer's duties to be performed or complied with.

All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all employees will:

– be familiar with this health and safety policy and all other safety regulations as laid down by the governing body and/or the Head;

– ensure health and safety regulations, rules, routines and procedures are being applied effectively by all students and other employees;

– see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;

– use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of plant, machinery and equipment;

– ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;

– report any defects in the premises, plant, equipment and facilities which they observe;

– take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the senior management team.



Students

Students are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the school and, in particular, the instructions of staff given in an emergency;
- be aware of basic safety evacuation procedures;
- report unsafe matters and to voice concerns about health and safety through their form tutors or any other employees as appropriate.

Arrangements and Procedures

i) Accident Reports

All accidents and injuries to any person on the school premises are to be reported.

Completed accident reports are copied to the Managing Director.

ii) First Aid

FBMF will adhere to the Code of Practice as laid down by the County Council.

At the discretion of the managing Director a number of staff will be given such training in first aid techniques as is required to give them a basic minimum level of competence.

Supplies of first aid material are held in the school medical room, the Admins Office.

In the event of medical assistance being required during school hours, the school nurse should be contacted. If she is not on duty, reception must be informed immediately.

A record will be made of each occasion that first aid treatment is given either on school premises or related buildings or as part of a school related activity carried out on behalf of the FBMF Foundation.



iii) Evacuation Procedures

We will ensure that an emergency procedure is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the premises. This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan. Staff, students and users of the school site and other locations will regularly rehearse this plan.

Deputy Head Personnel holds detailed procedures.

vi) Visitors to the school site

All visitors/contractors must report to Reception and sign in the visitors' book.

All visitors/contractors must carry the identification provided which is currently a school visitors' badge.

It is important that unauthorised callers are challenged as to the nature of their visit.

viii) Safety training

All staff new to the school will be appraised of our Health and Safety Policy and Health and Safety will be included in our Induction Programme.

Other training will be given when and where necessary, as appropriate to the nature of the task.

x) Personal safety

The school includes Personal Safety as one of the themes in the Personal, Health and Social Education (PHSE) Programme for students. In this work we impart skills and knowledge to enable students to be aware of ways in which they can help themselves to keep safe.

xi) Minibus

The school will adhere to the established Regulations and Procedures.

Staff driving any minibus should have a driver permit and ensure the



bus has a minibus permit.

Staff volunteering to drive any minibus in connection with their employment must accept that they take on additional responsibilities which they should not do without knowing they are fit, sufficiently rested, trained, experienced and properly authorised to do. They must notify the person in charge of the minibus of any change in circumstance.

xii) Smoking

There is no smoking inside any FBMF building.

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xiii) Inspection of electrical equipment

Inspection of portable electrical equipment and fixed installations will be carried out in line within the guidelines of the local council.

SECTION 5: Monitoring the implementation of the policy

Responsibility for ensuring the effective implementation of this policy, and monitoring matters of health and safety, lies principally with the Managing Director.

Each member of school staff is responsible for monitoring their area of work and reporting all incidents, deficiencies and potential hazards by:

- using the 'Site Book' to alert the premises team;
- reporting the matter to the Premises Manager
- reporting the matter to a senior member of staff;
- completing and forwarding accident report forms;
- completing all necessary risk assessments, and similar.

FBMF staff should report all incidents, deficiencies and potential hazards to the ADMIN office at FBMF school.

Any employee, when faced with a potential hazard, is expected to take appropriate precautions, including removing students from the immediate area if necessary, whilst not placing themselves in danger.

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