



## ST WILFRID'S CATHOLIC SCHOOL

### HEALTH AND SAFETY POLICY

*"My son, keep sound wisdom and discretion; let them not escape from your sight"*

Proverbs 3: 21

#### 1. Declaration of intent

The governing body of St Wilfrid's Catholic School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

As a responsible employer, the Governing Body will endeavour to honour their legal obligations, in particular the requirements of the Health and Safety at Work etc Act 1974 and associated regulations and codes of practice and to bring it to the notice of all employees. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventive and protective measures to be put into place as far as is reasonably practicable. To achieve these objectives, there will be consultation with employees and/or their elected representatives with a view to maintaining and promoting safe working procedures and practices, in particular:

- A safe place of work for all employees, and those persons who may be affected by work activities (this will include safe access to and egress from the workplace).
- A safe and healthy environment for employees to undertake their work, including safe access and egress for all personnel, contractors and visitors.
- The provision of safe plant, equipment and tools.
- Arrangements for the safe use, handling and storage of substances, with detailed systems of work where required.
- Provision of information, instruction, training and supervision.
- Suitable and sufficient information, instruction training and supervision to ensure all staff are competent to carry out their allocated work safely and are fully aware of their duties and responsibilities for the health, safety and welfare of themselves and others, particularly the students in their care.
- The establishment of joint consultation, to discuss and develop the effectiveness of this policy with employees and, where practical, representatives of persons, other than employees, using plant, equipment and facilities under the control of the Governing Body.
- This policy and any arrangements that are made will be monitored, reviewed and modified as required.



## **2. Organisation and Arrangements**

The following paragraphs establish the duties and responsibilities of all employees to achieve implementation of the board of Governors' Health and Safety Policy:

Physical Education and Social & Ethical Studies will continue to form a compulsory part of the curriculum for all students.

### **(2.1) Safety responsibilities**

#### **(i) Management responsibilities**

(For the purposes of this document, a manager is any person who exercises a supervisory function over employees.)

All levels of management must appreciate that their responsibilities for health and safety are no less than for any other function. They have a duty to do everything reasonably practicable to provide and maintain buildings and equipment, systems of work, a workplace and a working environment which are safe and without risk to health.

To this end the governors and staff in positions of responsibility have the responsibility to ensure that information, instruction, training and supervision necessary to ensure the health and safety at work of all employees are provided, and that these arrangements are monitored and reviewed.

#### **(ii) Staff responsibilities**

It is the duty of all staff to take reasonable care for the health and safety of themselves, their colleagues and persons who may be affected by their actions at work. They are required to co-operate with any person in a position of responsibility to enable statutory duties or requirements to be achieved.

## **3. Safety Duties**

#### **(i) The Governors**

The governors have overall responsibility for the health and safety function within the school, determining the policy and its implementation in accordance with their safety policy statement. The governors are responsible for ensuring that all statutory requirements are adhered to, and will continually review the effectiveness of this policy.

#### **(ii) The Headteacher**

Without limiting the responsibility of the Governors, the Headteacher will generally oversee the day-to-day management of safety and implementation of this policy within the school. This will be delegated to the Premises Manager without limiting the responsibility of the Governors or the Headteacher.



The Headteacher will co-ordinate and supervise the preparation of information, guidance and operating procedures arising out of occupational safety legislation as it affects the school and the distribution of all information relating to health and safety to staff within the school. He must:

- Make himself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up to date file of policies and arrangements etc.
- Taking account of any advice and guidance set out in the Authority's Health and Safety Information System, organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures.
- Ensure that all statutory registers and records are accurately kept.
- Ensure that all staff in his control are adequately trained and fully aware of the hazards involved in their work.
- Ensure that all staff and persons affected by the school are aware of first aid facilities, evacuation of premises and other emergency procedures.
- Ensure the reporting and investigation of all accidents; ensure all persons under their control are aware of the reporting procedure.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard. Where action taken is of a temporary nature consult as appropriate to enable further positive steps to be taken.
- Ensure that health and safety matters are taken into account when new methods, equipment or change are being considered or planned.
- Monitor and review arrangements to control risk and ensure by frequent inspection that all machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn. If during an inspection variation from this policy are observed, immediate and effective steps must be taken to rectify the situation.
- In those instances, involving health and safety and cost implications liaise with the governors to clarify responsibility. The event of disagreement should not prevent emergency action – e.g. erecting a barrier to fence off a hazard.
- Take appropriate action under the disciplinary procedures against anyone under their control found not complying with the letter and spirit of this statement. In large establishments the Head may nominate a deputy/senior member of staff to undertake this role. He/she will be responsible for assisting the Head to achieve his or her duties. It may also be advisable to



- organise a line of communication through senior members of staff. It is essential that all staff be made aware of the arrangements which apply.

**(iii) Subject Leaders and Senior Management Staff**

With their special knowledge of the area of work for which they are responsible, these persons have a key role to play in the running of those activities safely. They must ensure that risks are assessed and control measures implemented. To this end they are expected to ensure that all employees under their supervision know the relevant safe working practices and that the arrangements for working are safe. They should familiarise new staff with safety aspects of their work and should make sure accidents are reported immediately, and preserve the health and safety of those other than staff insofar as they are affected by the work supervised.

**(iv) All staff**

In addition to any specific responsibilities which may be delegated to them, all staff must:

- Make themselves familiar with and conform to this safety policy, including any instructions and requirements for safe methods of work.
- Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting.
- Take reasonable care of all safety equipment and clothing given into their possession and report any defects. Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided.
- Report all accidents, damage, hazard and defects to the head/manager responsible/safety officer and take immediate measures to protect persons from risk where this is significant and imminent.
- Conduct their activities so that their own and others' risks are minimised appropriately.

**4 Management Guidance**

Where appropriate, when national codes of practice, Health and Safety Executive guidance and other formative documents, including those adopted by West Sussex Local Education Authority as a part of their Health and Safety Information System are published, they will be circulated to those concerned, adopted by the school and made available to all staff, voluntary helpers, and in appropriate format to students and other visitors to the premises.

In liaison with the governing body, documents and proprietary systems will be considered and, where necessary, adapted to suit local arrangements, in order that appropriate safe working procedures are adopted specific to the needs of the activities and environments of the school.

**5 Organisation and specific arrangements**

- (i) The detail of the organisation for communication and managerial responsibility are set out in Section B of this policy.



(ii) The detail of particular arrangements, including the monitoring procedure, are set out in Section C of this policy (refer to Section C of the Model for County and Controlled Schools).

## 6 **A Commitment to Training**

The Governors, through the Headteacher, are responsible for ensuring that members of staff, voluntary helpers and students are trained so that the activities of the school are carried out safely.

The Headteacher is responsible for developing training procedures within the school. He will also consider the provision of facilities to enable all members of staff to be adequately trained in safe working methods, where required. Health and Safety Training shall form an important part of the induction procedures for persons unfamiliar with the school's arrangements.

## 7 **Safety Consultation and Co-ordination**

### **Safety Representatives**

Recognised trade unions may appoint safety representatives by statutory right. They will function in accordance with the Health and Safety Commission's 'Code of Practice for Safety Representatives'. The frequency of safety inspections for each workplace will be agreed by consultation with the Headteacher and the governing body.

## 8 **Contractors**

Any contractor or sub-contractor employed to do work for, or at, St Wilfrid's School, will be required within the contract document to operate to standards of safety, no less than those set out in this statement. Any member of staff observing contractors placing another employee or student, visitor etc at risk of injury is to notify the Facilities Manager who will raise the matter with the contract supervising officer, or directly with the contractor.

## **Section B**

### **Lines of Responsibility**

A **Governor delegate** will exercise the Governors function outlined in 3 above without limitation to the corporate responsibility of the full Governing Body.

The **Headteacher** is responsible for:

- Monitoring the overall effectiveness of the policy



- Ensuring that there is an effective command and control structure
- Reporting to the Governors

The **Health and Safety Officer – Mr Jon Gravenor**, without limiting the responsibility of the Headteacher, will exercise on his behalf the functions outlined in 3.2 above. The Headteacher retains ultimate responsibility and accountability.

The following Management Areas have been identified that have specific H & S responsibilities:

AREA	MANAGER	LINE MANAGER
Premises	JGR	JLA
Art	JTE	DDE
Science	CTI/JSA	CFR
Technology	SST	MLE
PE	CID	CFR
Drama	LCE	RMA
Transport (MINI BUS)	JGR	JLA
E.V.C	DRI	CFR
Emergency Response Plan	JLA	MFE
Personnel Issues	JLA	MFE

Responsibilities at this level include:

- Raising awareness of H & S issues within the Subject area
- Co-ordinating appropriate training in liaison with MFE
- Maintaining a Department H & S File through which any member of the department can raise and record any concern
- Complete relevant documentation on a regular basis, making this information available for scrutiny
- Carry out risk assessments of any identified hazards
- Report to Line manager

Health and Safety will be led by the Health and Safety Officer

All Subject Leaders will maintain an H & S file containing relevant documentation including risk assessment forms. Responsibility for the basic induction of new members of staff to include: The issue of appropriate documentation and a tour of the department with reference to fire fighting equipment, escape routes etc.

**SECTION C**  
**Procedures**

- A copy of this policy will be available to all staff [2021 Health and Safety Policy \(inc pregnant staff\).pdf](#). The Governors Finance and Premises Committee will consider all aspects of this policy and associated procedure.



- Health and Safety will form an agenda item for all department meetings once a term. Relevant H & S minutes to be placed in the H & S file and made available for scrutiny.
- Health and Safety will form part of the agenda of each review meeting between the Subject Leader and Line Manager.
- Urgent concerns about any Health and Safety issues should be raised with the Health and Safety Officer immediately.

### **Monitoring**

The Governors will meet with the Headteacher and Health and Safety Co-ordinator twice a year to monitor arrangements. The Headteacher or delegated member of staff may, in addition carry out checks against the detail of this policy at any time.

The Line Manager named is responsible within their areas for:

- Monitoring the effectiveness of procedures
- Assisting with risk assessments
- Reporting to the Headteacher

JGR

Revised March 2021

Allocated to Finance & Premises Committee

Ratified by the Governing Body on: 29<sup>th</sup> March 2021

**Review Date: March 2023**



## ST WILFRID'S CATHOLIC SCHOOL

### POLICY AND GUIDELINES FOR PREGNANT MEMBERS OF STAFF

*"And God saw everything that he had made, and indeed it was very good"*

Gen 1: 31

#### 1 Statutory Rights

##### Notifying Management

- (i) An employee who discovers she is pregnant should notify her headteacher/line manager as soon as is reasonably practicable. The purpose of this is to:
  - Trigger the employee's entitlements during this part of pregnancy.
  - To enable the headteacher/line manager to take steps to protect the health, safety and wellbeing of the employee and the unborn child. (*Please refer to the Pregnancy Health and Safety Check List- Appendix 1*).
  - To enable the headteacher/line manager and the employee to start planning for her maternity leave.
- (ii) The headteacher/line manager must respect an employee's wishes about how and when she would like to tell her colleagues that she is expecting a baby. However employees should also be aware that for health and safety and business planning reasons, their headteacher/line manager may need to advise the school's management team and other colleagues about the employee's pregnancy.

#### 2 Ante Natal Care

- (i) Pregnant employees have the right to paid time off to attend antenatal care. This includes time off to attend regular appointments, antenatal classes and 'Parentcraft' and relaxation classes if these are recommended by a doctor or a midwife.
- (ii) An employee is not required to provide evidence of her first appointment. However the headteacher/line manager may ask an employee to produce evidence of subsequent appointments.





### 3 Risk Assessments and Health and Safety

- (i) Once a headteacher/line manager has been notified that an employee is pregnant, they are responsible for carrying out a risk assessment and taking steps to minimise any identified risk for the employee or her unborn child.

This assessment should be regularly reviewed throughout the pregnancy, to take account of changing risks as the pregnancy develops. This includes providing a suitable place to rest, whilst an employee is at work if she requests it.

If a risk cannot be avoided, changes to working conditions must be considered. Such changes might be to alter the employee's hours of work or to offer suitable alternative work. The Health and Wellbeing Team can provide the headteacher/line manager with further advice and information.

### 4 Sickness absence during pregnancy.

- (i) If an employee is absent from work due to sickness (including pregnancy related sickness) during her pregnancy this will be counted as sick leave as normal and the usual sick pay provision will continue to apply. Pregnancy related sickness should be disregarded for the purposes of managing absence under the Capability Policy.
- (ii) It is recognised that "morning sickness" is a common symptom of pregnancy and some employees find that it affects them at only at certain times of the day. Where business requirements permit, it may be possible for the employee and manager to agree to temporarily adjust her working times to accommodate this, and avoid the need for the employee to be absent from work.
- (iii) The only exception to the above is when an employee falls sick for a pregnancy related reason during the final four weeks before her EWC. In these circumstances her maternity leave and pay will be triggered immediately and she must commence maternity leave.
- (iv) Non pregnancy sickness during this period will be counted as sick leave as normal and the usual sick pay provisions will continue to apply.



## ST WILFRID'S CATHOLIC SCHOOL

### POLICY AND GUIDELINES FOR PREGNANT STUDENTS

**"And God saw everything that he had made, and indeed it was very good"**

**Gen 1:31**

#### **1 General Consideration**

- 1.1** The student will be advised that the Headteacher and Local Authority Officer will be informed so that arrangements can be made for her continuing education.
- 1.2** The Headteacher will ensure that the pregnancy is dealt with sensitively by staff members and students within the school.
- 1.3** A member of school staff should assist the student and take responsibility for her continuing education. Usually this will be the Year Leader.
- 1.4** In the case of students under the age of 16, if it is believed there is a child protection issue the school's Child Protection Officers should be notified immediately.
- 1.5** The school should ensure that the student is supported to continue her learning as long as possible up until the birth by all exploring all opportunities for curriculum support.
- 1.6** If the student is unable to attend school due to ill health the school will supply work to do at home.
- 1.7** A student who becomes pregnant is entitled to **no more than 18** calendar weeks' authorised absence to cover the time immediately before and after the birth of the child. If the student fails to return within this period she will continue to have access to support from the school, LA and Connexions.
- 1.8** Absence for ante-natal classes, and if the baby is ill, will be classified as 'authorised'.
- 1.9** If the school finds out that, usually from the Education Welfare Officer, that a student who is not attending school is pregnant, a meeting will be arranged with the student, her parents or carers and the Teenage Pregnancy Re-integration Officer, to discuss how her educational needs are to be met.
- 1.10** If a looked after student becomes pregnant, the designated member of staff will be involved in discussion and review of the care plan for the young person to ensure that her educational needs are considered alongside her other needs.
- 1.11** As with any other student who has spent time out of school, a school age mother will have an individual re-integration plan.

#### **2 Health and Safety for Pregnant Students**

- 2.1** Health and Safety Issues should not be used as a reason for asking a pregnant student to stop attending school.
- 2.2** Students should normally stop attending school 6 weeks before the due date and should not return until 6 weeks after the birth except in exceptional circumstances e.g. to sit a public examination.
- 2.3** A specific risk assessment should be carried out in conjunction with the student and her parent/carers and any resulting risks should be managed or avoided. If a risk cannot be managed on the school site,



suitable alternative provision must be sought to ensure the student continues to access her education, e.g. early release to college or home tuition in the latter stages of pregnancy and just after the birth.

**2.4** This risk assessment is reviewed during different stages of the pregnancy and after the birth of the child as the possibility of damage or injury may vary according to circumstances.

JGR

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