

Statement of general policy & arrangements for Notre Dame School

Notre Dame School places great importance on Health and Safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils (including those in the EYFS), employees, visitors and the general public.

To this end, the School endeavours to create and develop a working environment in which there is an awareness of the vital importance of Health and Safety and which encourages all employees to participate in developing and practicing safe working methods and to have regard for the welfare of themselves and others. The School has taken due regard of the DfE document 'Health and Safety Advice on legal duties and powers (2014)'.

This policy applies to the health and safety of all pupils in the school (including those in the EYFS), employees, visitors and the general public.

Strategic responsibilities are delegated as follows

Overall & final responsibility for health & safety is that of	Philip Brown (Bursar)
The Governor(s) appointed with health & safety responsibilities	Sr Nieves Escalada ODN
The senior leadership team member who holds specific responsibility for health & safety management is	Bursar

Operational responsibilities for specific areas are delegated as follows

Day to day responsibility for H&S is that of	Estates Manager – Anthony Madigan	Property H&S related matters is overseen by	Estates Manager
Staff wellbeing is overseen by	Rebecca Golding and Amanda Windibank	Fire safety related matters is overseen by	Estates Manager
Our education visits & trips is overseen by	Senior School – Michael Coackley Prep School – Carole West	Grounds & play equipment is overseen by	Head Groundsman
Our radiation protection adviser is	Keith Bowker	Our driving for work & minibus safety is overseen by	Caretaker/ Bursary Administrator
Our radiation protection supervisor is	Louise Hughes	Our medical centre is overseen by	School Nurse
Our swimming pool manager is	Caretaker	After School clubs & activities is overseen by	Heads
The person who reports any reportable incidents in line with RIDDOR is	School Nurse	Third party use of the School is overseen by	Estates Manager
Our fire, health & safety information, instruction & training needs are overseen by	The School H&S Committee	Our risk assessment process is overseen by	Estates Manger and The School H&S Committee

Our external advisers for H&S are	DE Ford Risk Management	Our external advisers for fire safety are	DE Ford Churches Fire
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Everyone's responsibility

We all have a shared responsibility for health & safety at this school & we ask that everyone adopts the following 4 key requirements

- 1. Work safely**
- 2. Follow the School's fire, health & safety arrangements**
- 3. Do not misuse equipment provided, nor interfere with arrangements made in the interests of fire & health & safety**
- 4. Report any accident, visible or foreseeable dangerous situation &, where possible, take immediate action to prevent injury, even if it is not in your area of responsibility**

The School H&S Committee is the formal method by which we fulfill our consultation arrangements with staff on fire, health & safety

Employers have a legal duty under the Health & Safety Information for Employees Regulations to display the approved poster in a prominent position in each workplace or to provide each worker with a copy of the approved leaflet outlining British health & safety law

This poster is displayed at – Each staff room and in the Notre Dame Nursery
Staff can access copy of the leaflet from – The staff shared drive (H&S library)

Statement of general policy	Responsibility assigned to the following	Arrangements
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<p>To promote & maintain a safe & healthy environment for staff , pupils & visitors and to prevent, as far as is reasonable, accidents & cases of work-related ill health</p>	<p>Heads Departmental Heads Class teachers</p>	<p>Statutory requirements on property related matters are managed by the Estates department. Department Heads are required to undertake risk assessments, which at the very least are carried out, monitored and reviewed every year. Staff are expected to carry out a visual risk assessment of their classroom or area before their class starts. Any actions required from the risk assessments are monitored by the School's Health & Safety Committee.</p> <p>Employees are encouraged to bring matters of concern to members of the H&S Committee or Senior Leadership Team.</p> <p>Third party Health and Safety advisors are used to assist in promoting and developing standards. Contractors are carefully selected and managed by the host department.</p> <p>First aid provision is assessed & overseen by the school nurse. Incidents, accidents and near misses are recorded & investigated by the relevant head of department and discussed by the School's H&S committee. Accidents reportable under RIDDOR are investigated by the School Nurse and reported by the Bursar.</p> <p>Specific risk assessments, required by legislation, are conducted by the relevant head of department. This includes areas such as working at height, manual handling, management of asbestos, control of hazardous substances (COSHH), slips and trips, legionella, young persons, new and expectant mothers and instances of lone working A maintenance log is in place and staff are encouraged to use this facility as a way of recording safety issues (as well as speaking to their line manager). Staff wellbeing is overseen by the Pastoral Directors.</p>
<p>To provide adequate information, instruction & training to ensure staff are competent to carry out their duties safely</p>	<p>Heads, Departmental Heads, Class teachers</p>	<p>Health & safety induction is given to new staff. Staff receive ongoing information, instruction & training on fire, risk assessment and health & safety matters that are relevant to their position within the School. Additional training on specific topics is provided where identified by risk assessment, incident reports, statutory requirements or by the staff supervision process.</p>
<p>To devise, implement, test & review emergency procedures, such as evacuation in case of fire or other significant incident.</p>	<p>Heads, Bursar</p>	<p>We identify potential critical incidents as part of our risk assessment process by considering what might happen on- and off-site, who might be harmed and how, and checking our plans (contained within the Critical Incident Management Plan) for managing these incidents. Plans are established to mitigate the effects as far as reasonably possible of an unforeseen crisis. These plans are rehearsed periodically, including regular fire evacuation exercises & refined as necessary. We have a 'lock down' procedure in case of an incident where we need to keep the pupils & staff inside buildings.</p>

<p>To proactively manage & promote safe educational visits & learning experiences</p>	<p>Educational visits Coordinators, Group Leaders</p>	<p>The School has a trip policy and trips are authorised, planned & risk assessed. Arrangements exist for obtaining informed parental consent in advance where deemed necessary. Supervisory ratios & the competence of supervision are determined by risk assessment. School visits are led by experienced & capable staff.</p>
<p>To ensure that first aid is readily available when required & that accident reporting & investigation arrangements are in line with statutory, insurance & best practice</p>	<p>Bursar, School Nurse</p>	<p>The provision of first aid assistance available is determined by risk assessment and ensures that sufficient cover is provided during teaching time, for educational visits and where reasonably possible, for out of hours activities and functions. First aid kits are checked and replenished regularly. Staff responsible for the administration of medication are trained appropriately. Accident records are kept that comply with the Data Protection Act. Accidents are reported, investigated & documented taking into account the severity & loss potential of the incident, as well as the regulatory & insurance requirements. Lessons learned are shared with staff and inform risk assessment. More information is available in the First Aid policy.</p>
<p>To ensure that security procedures are robust & in line with current requirements & best practice</p>	<p>HR manager, Director of Teaching & Learning, Estates Manager, ICT Manager</p>	<p>Staff appointments are subject to rigorous reference & clearance checks. Internet use & digital photograph protocols are established & monitored. Visitors are required to sign in at the School reception & are not permitted to walk around the School unless accompanied. Building layout, lighting levels & the securing of areas are checked to ensure that, as far as reasonably possible, personal safety risks are eliminated or reduced. The personal safety of staff & pupils is taken into account when planning changes to buildings, events & activities. Key holder intruder alarm checks are carried out by a security company. Anti-social behaviour to staff & pupils is covered in detail in our behaviour policy.</p>
<p>Statement of general policy</p>	<p>Responsibility assigned to the following</p>	<p>Arrangements</p>
<p>To ensure that the wellbeing of staff & pupils is treated as a core value of being a member of this School</p>	<p>Pastoral Director (Prep)/ Assistant Head Pastoral (Snr)</p>	<p>Our approach to staff & pupil wellbeing, particularly stress, is guided by the Health & Safety Executive published wellbeing management standards. Managers receive assistance to identify causes of ill health & their effects upon staff. Claims of ill health due to workplace conditions are documented & investigated. Members of staff are encouraged to report any ill health related concerns to their line manager or to seek advice from a trusted colleague</p>

<p>To ensure that the risk assessment process is suitable & proportionate to the hazards of the tasks undertaken by the School</p>	<p>Departmental Heads</p>	<p>Risk assessments are undertaken by people with the necessary skill, knowledge & experience of the tasks being reviewed to identify significant risks associated with the School buildings, activities & people. Generic risk assessments are used wherever possible so as to ensure a consistency of approach. Risk assessments are reviewed regularly or where deemed necessary e.g. following a significant accident, a change in the law or a change in key personnel</p>
<p>To ensure that sports & other similar extracurricular activities are carried out by competent people with equipment & facilities that enable pupils to safely enjoy physical activities</p>	<p>Heads of PE</p>	<p>Risk assessments are undertaken for sports & activities. The level of coaching competence is considered as part of the risk assessment process. Pupil skill & physique are considered as part of the risk assessment process. Coaches & instructors who are not members of the School's teaching staff are subject to competency & child protection checks prior to appointment. Premises, equipment & class size are suitable for the activities carried out</p>
<p>To provide accommodation for teaching & non-teaching staff that provides for a safe working & learning environment</p>	<p>Bursar Estates Manager</p>	<p>Accommodation is provided with suitable lighting, ventilation, heating & space. EYFS guidelines are taken into account for the Nursery provision. Wherever possible classroom layout provides staff with sufficient line of sight to safely supervise. Cables or other trailing leads are managed to prevent tripping hazards. Shelving is strong & secure & suitable for the materials stored on it. Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over. Steps, hop-ups or stepladders are available to gain access to high level storage</p>
<p>To ensure that school transport & those staff who drive on behalf of the school are selected and authorised in line with best practice safety requirements</p>	<p>Estates Manager</p>	<p>Transport provided by the School is suitable for the task, driver & passengers. Contracted transport providers are vetted on a regular basis. Checks are carried out on the suitability of drivers & vehicles used when driving on behalf of the school. Minibus drivers are trained, accredited & authorized. On-site vehicle movement is managed through timing and traffic flow patterns.</p>

<p>Statement of general policy</p>	<p>Responsibility assigned to the following</p>	<p>Arrangements</p>
<p>To ensure that work equipment provided by the School is suitable & safe for the tasks intended</p>	<p>Bursar Estates Manager</p>	<p>Work equipment is purchased from reputable suppliers. Work equipment is maintained, inspected & tested as required to ensure they remain safe to use. The use of work equipment is restricted to authorised people where specific hazards have been identified, such as the use of maintenance machinery, design and technology department equipment, science department equipment etc. The Departmental Head will provide information, instruction & training on the safe use of work equipment when this is risk assessed as necessary. New work equipment purchased is CE safety assurance marked.</p>

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<p>To provide adequate levels of supervision for pupils safety</p>	<p>Heads & Pastoral Directors</p>	<p>Staff who supervise pupil activities are competent. Staff who supervise break time activities are expected to remain vigilant & can contact another member of staff quickly in an emergency. Senior management periodically audit the efficacy of supervision arrangements</p>
<p>To periodically monitor our standards and levels of compliance for fire safety and overall health & safety.</p>	<p>H&S Governor Heads Bursar Estates Manager School H&S Committee</p>	<p>The Estates Department carries out periodic checks on buildings & equipment to ensure the health and safety of our staff, pupils (including EYFS pupils), and visitors. In addition we also:</p> <ul style="list-style-type: none"> • Monitor fire safety and health & safety performance by undertaking spot inspections, audits and benchmarking with our external professional advisers. • Regularly test alarms and evacuation procedures (see the fire procedures policy). • Review risk assessments as part of the school health & safety committee meetings • Investigate fire & health & safety issues or hazards brought to our attention • Keep up to date with information on fire & health & safety through our professional networks & with our external professional advisers • Investigate accidents & near misses & discuss these at the school health & safety committee meetings • Review fire safety and health & safety as part of our formal risk management process with our external professional advisers and our school health & safety committee

Reviewed by the Governor responsible for Health and Safety	Sr Nieves Escalada	Date 13/10/2016
Reviewed by the Bursar	Philip Brown	Date 10/01/2017
Reviewed by Headmistress (Senior School) Anna King 10/01/2017		
This document should also be read in conjunction with the following policies: Safeguarding policy; Recruitment and Selection policy, Risk Assessment policy and the H&S section of the Employee Handbook		