

## Health and Safety Statement 2022-23

St. Francis Xavier College is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. The College fully accepts its responsibility for students and other persons who may be affected by its activities and we will take steps to ensure that our statutory duties are met at all times. In particular, we shall ensure that:

- staff and students will be given such information, instruction and training as is necessary to enable the safe performance of work and study activities;
- ensure all processes and systems of work are designed to take account of health and safety and are properly supervised at all times;
- ensure adequate facilities and arrangements are maintained to enable employees and their representatives to raise issues of health and safety;
- ensure competent people will be appointed to assist the College in meeting its statutory duties including, where appropriate, specialists from outside the organisation.

We are fully committed to provide, maintain and seek continual improvement for a healthy and safe working environment in every area that the College undertakes its business.

A positive health and safety culture can only be achieved if everyone plays their part. The successful implementation of this policy requires total commitment from all levels of employee and the student body. Each individual has a legal obligation to take reasonable care for his or her own health and safety and for the safety of other people who may be affected by his or her acts or omissions. Full details of the organisation and arrangements for health and safety are set out in separate documents.

This policy will be monitored regularly to ensure that the objectives are achieved. It will be reviewed and if necessary revised in the light of legislative or organisational changes.

Signed:



Date: 8<sup>th</sup> December 2022

**Mr Nader Sheta, Chair of Governors**

Signed:



Date: 8<sup>th</sup> December 2022

**Mr Graham Thompson, Principal**



## Section 1: Health and Safety Policy

1. All members of the College community hold responsibilities for Health and Safety. In order to ensure that Saint Francis Xavier Catholic Sixth Form College meets relevant regulation and legislation requirements, that it delivers best practice and that a positive safety culture is promoted those responsibilities run through the organisational structure and named groups or individuals are held accountable for their delivery.

### 1.1 Responsibilities of the Governing Body

As the legal employer the Governing Body has ultimate responsibility for the health and safety of its personnel and others affected by the College's activities. In order to discharge these responsibilities effectively, the Governing Body will ensure and be assured that:

- there is a robust health and safety policy in place;
- suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept;
- sufficient funding is allocated for health and safety;
- regular safety inspections are undertaken;
- inspection reports are considered and acted upon;
- health and safety is a standing item on agendas, where appropriate;
- an annual health and safety report is published;
- a positive health and safety culture is established and maintained;

### 1.2 Responsibilities of the Principal and Senior Leadership Team

The Principal and Senior Leadership Team is accountable for ensuring a positive health and safety culture, led by best practice and for the successful implementation of the Health and Safety Policy. In order to discharge these responsibilities effectively, the Principal and SLT will ensure that:

- health and safety arrangements have a high priority, are quality assured and meet expected College standards;
- the Health and Safety Policy produced for the governing body for approval is robust and regularly reviewed
- Regular assurance reports are provided for the governing body
- Delegated responsibilities are effectively carried out to the highest standard
- Sufficient resources for health and safety are included in budget plans
- Staff and students are consulted on health, safety and welfare matters and that they receive appropriate high quality information and training

### **1.3 Responsibilities of the Health and Safety Compliance Officer**

The Principal delegates responsibility for management of health, safety and welfare to the Health and Safety Compliance Officer. The Health and Safety Compliance Officer is responsible for setting up and maintaining appropriate risk driven health and safety systems and reviewing health and safety performance. In order to discharge these responsibilities effectively, the Health and Safety Compliance Officer will ensure that:

- the health and safety policy remains current and is kept up to date;
- those managing health and safety have roles that are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties;
- the Health and Safety Committee is well led and managed, benefits from appropriate specialist advice and expertise and ensures compliance and best practice;
- the Governing Body, the Principal and the Senior Leadership Team (SLT) receive regular and informative assurance reports and an annual health and safety report;
- appropriate training strategies are planned, delivered and evaluated;
- appropriate information to assist staff in carrying out their health and safety responsibilities is available;
- risk assessments required under the Control of Substances Hazardous to Health Regulations (COSHH), manual handling assessments and display screen equipment workstation assessments are carried out;
- processes are in place to assess the effects of work on the health and safety of those staff members with particular protected characteristics (such as those with disabilities or expectant and new mothers);
- details of any injury, disease or dangerous occurrence reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the appropriate authority;
- contractors working on site are health and safety compliance.

### **1.4 Responsibilities of the Health and Safety Committee**

The Health and Safety Committee has overall responsibility for developing policies and monitoring the effectiveness of health and safety within the College. It will also act as a consultation forum between the College and the appointed Trade Union Safety Representatives on matters affecting health, safety and welfare. It will make a formal report annually in the summer term to the Governing Body via the Finance and Resources Committee (F&RC) summarising the work of the committee and matters of Health and Safety.

The Committee functions in accordance with Health and Safety legislation and is composed of:

- Health and Safety Compliance Officer- Chair
- Estates Manager – Deputy Chair
- Clerk to the Governors
- Associate Principal, Ethos and Student Welfare



- Associate Principal, Curriculum
- Curriculum Representative
- Science Art Area Representative
- IT Area Representative
- Commercial Services Representative
- Nursery Manager
- Learning Support Representative
- HR Representative
- Integrated Student Services Representative

The responsibilities of the Committee are:

- to discuss safety related matters;
- to review annually (or as required) the College Health and Safety Policy to ensure appropriateness and compliance with current legislation and recommend this to the governing body for approval via the Clerk to the Governor;
- to consider and develop policies and procedures on all aspects of health, safety and welfare within the College;
- to review the arrangements for the induction and continued training of staff and students in Health and Safety matters and to monitor the effectiveness of such training;
- to monitor health and safety performance in the College by way of reports on safety audits and inspections;
- to review current arrangements and practice following a major incident or accident. (see also College Continuity Plan);
- to inspect workplaces, plant, equipment and amenities where required. Normally, this is carried out by the Chair of the Committee and / or the Deputy (or his delegate) on behalf of the full committee;
- to consider the adequacy of safety and health and communication and publicity in the workplace;

### **1.5 Responsibilities of the Estates Manager**

The Estates Manager is responsible for ensuring that the buildings and the systems of the College are maintained and are inspected, where there is a legal requirement to do so. In order to discharge these responsibilities effectively, the Estates Manager will ensure that:

- a register of what maintenance, servicing and testing is required across the estate;
- there are arrangements in place to carry out these requirements;
- contractors employed follow formal arrangements for health and safety;
- contractors work is closely monitored;

- regular updates are provided to the Health and Safety Compliance Officer along with any health and safety concerns.

### **1.6 Responsibilities of Estates Staff**

Estates staff are responsible for making safe and reporting to the the Estates Manager, the Health and Safety Compliance Officer or other senior staff, any malfunctioning equipment or building defects that would compromise the safety of anyone using the College buildings or grounds. In order to discharge these responsibilities effectively, Estates staff will ensure that:

- they are proactive in identifying, fixing or making safe any hazards that they spot and/or report it to the Estates manager while touring the College buildings and grounds;
- any hazards reported to them are attended to immediately. If they are unable to make the hazard safe then they must take the necessary precautions to ensure that it is cordoned off to prevent anyone from injuring themselves;
- the grounds and paths are clean and free of rubbish and in particular anything that could cause one to slip or trip;
- during winter months any slippery paths, steps and roads in the grounds are gritted and made safe;
- undertake a risk assessment for working procedures where health and safety may be at risk.

### **1.7 Responsibilities of Technicians**

Technicians are responsible for ensuring that equipment is set up, maintained and documented in a safe condition. They are also responsible for the safe storage of both toxic and non-toxic chemicals and radioactive materials. In order to discharge these responsibilities effectively, the technicians will ensure that:

- a register of the equipment within their area is compiled specifying what maintenance, servicing and testing is carried out;
- there are arrangements in place to carry out these requirements and appropriate logs are kept and shared with the Health and Safety Compliance Officer;
- hazardous materials are safely stored;
- regulations for the storage of chemicals that meet the requirements of external agencies are followed.
- regulations for the storage of radioactive materials meet the requirements of external agencies, including risk assessments and details of where any materials are stored, as per organisations site and premises plan held by the Health and Safety Compliance Officer.

### **1.8 Responsibilities of IT Services**

The IT Services team are responsible for ensuring computing equipment is procured which meets the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and that it is set

up to meet this law. In order to discharge these responsibilities effectively, the IT Services team will ensure that:

- computers and other devices are set up in a safe way and that all cables and leads are appropriately tied to avoid a trip hazard;
- all recommendations found in the Health and Safety Audit are implemented.

### **1.9 Responsibilities of Senior and Middle Leaders**

Senior and Middle Leaders including Assistant Principals, Directors of Faculty, Heads of House, Heads of Department, and Course/ Team leaders are responsible for:

- implementing the health and safety policy in the area under their control;
- working with their Associate Principals and the Health and Safety Compliance Officer to develop safe practices and for ensuring that these practices are implemented and observed;
- ensuring all staff receive sufficient and appropriate support, training and supervision to undertake their work safely and in compliance with the College's health & safety policy and health and safety legislation;
- ensuring all accidents and hazards are reported immediately to the reception and entered in the accident book, if appropriate;
- carrying out risk and other assessments;
- ensuring equipment made available to provide safe working practices is effectively maintained to a safe standard;
- ensuring all hazardous substances such as highly flammable liquids, liquefied petroleum gases, petroleum spirits and chemicals are stored and used correctly, and properly sign posted;
- seeking advice on any health & safety at work matter, for which clarification or assistance is required.

### **1.10 Responsibilities of Teaching Staff**

Teachers are responsible for ensuring that the College's health and safety policy is followed within the areas under their control. In order to discharge these responsibilities effectively, teachers will ensure that:

- their classroom is kept in a condition that does not put the students, themselves or anyone else at risk. This includes ensuring their classroom is free from hazards, such as trailing leads;
- fire escape doors and alarms are kept clear of obstruction;
- students are either competent to use any equipment they might be using or supervise them in such a way that the risks to their health and safety are minimised;
- the safety of their students takes precedent in the event of an emergency, such as a fire or an accident;
- risk assessments are carried out prior to trips or visits;



- systems of work are kept under review to see if they can be improved.

#### **1.11 Responsibilities of All Staff**

All staff employed by the College have individual health and safety responsibilities in addition to any others they have because of their other roles. This means they must:

- take reasonable care for their own health and safety at work;
- follow all health and safety instructions given to them by the Principal, the Health and Safety Compliance Officer, Assistant Principals, Heads of Department or other authorised people;
- follow the health and safety rules which apply to their job;
- do what is reasonably practicable to ensure that the students and other people are not put at risk by what they are doing;
- use any health and safety equipment provided;
- not misuse anything that has been provided in the interests of health and safety (such as propping open a fire door with a fire extinguisher);
- report anything that might present a danger to either themselves or anybody else;
- undertake a risk assessment for working procedures where H&S may be at risk.

#### **1.12 Responsibilities of Students**

Every student has a responsibility to:

- report any hazard or malfunction to their teacher or other member of staff;
- follow all instructions whether written or verbal, given to procure personal safety and the safety of others;
- conduct themselves at all times in an orderly manner in the College;
- use all safety equipment and/or protective clothing as required;
- report all personal accidents to themselves which cause hurt and may require first aid or hospital treatment;
- acquaint themselves with all machines, processes, materials and substances which the College provides for them to use;
- be aware of the fire evacuation procedures and the position of fire alarms and equipment;
- to ensure they comply with Health and Safety requirements as directed.

#### **1.13 Responsibilities of the HR Manager:**

The HR Manager is responsible for ensuring there are an appropriate number of qualified First Aiders at each site. He/she should liaise closely with the Health and Safety Compliance Officer to ensure First Aiders undertake training regularly and ensure that all CPD is recorded for individual staff

#### **1.14 Responsibilities of the Catering Contractor**

The Catering Contractor is responsible for ensuring the catering provision meets the requirements of food safety legislation. In order to discharge these responsibilities effectively:

The Catering Contractor will ensure that:

- a hazard analysis critical control points (HACCP) assessment is carried out;
- the appropriate control systems required by the HACCP are implemented, such as procurement of food, hygiene and cleaning regimes, storage of food and temperature checks;
- a register of all catering equipment is compiled and that there are procedures in place to maintain, service and test it as required.

## **Section 2: Arrangements for carrying out the policy**

### **2.1 Staff Competence**

All staff receive an induction when they join the College which covers key aspects of Health and Safety. All staff receive sufficient training to ensure they are competent to do the work they are employed to do. This varies depending on the type of work, but all staff receive the training to ensure they can do their job safely. While there are standard aspects of Health and Safety training that all staff receive, where specific training is required then this is the responsibility of the relevant line manager. It is important that all CPD is logged on the individual staff record.

### **2.2 Risk Assessment**

We will fully discharge our responsibility to carry out risk assessments as required by the Management of Health and Safety at Work Regulations 1999 and have adopted the approach detailed in the case studies on the HSE's web site. We carry out risk assessments of:

- The estate
- Higher risk teaching activities such as engineering and chemistry.
- Student visits.
- The work carried out by the maintenance staff.

Our procedure on risk assessment is contained on the Health and Safety portal.

### **2.3 Consultation and Co-operation**

Saint Francis Xavier Sixth Form College recognises the need for consultation and co-operation and the involvement of everyone to secure and maintain a safe and healthy workplace. A formal health and safety committee meets three times a year, which is chaired by the Health and Safety Compliance Officer and has representation from key departments across the College. The Senior Leadership Team meets the unions through scheduled LCC meetings where Health and Safety is discussed.



## **2.4 First Aid Arrangements and Accident Reporting**

We have assessed our First Aid needs and have a number of trained First Aiders both teaching and support staff. The Health and Safety Compliance Officer oversees First Aid requirements. This assessment includes consideration of the different areas across the College and the varying needs at different times of the year and we have appropriate allocation during holiday time when students are not in attendance. Notices showing First Aid details are on display across the site. The First Aid needs for trips are considered as part of our educational visits procedure and are provided as required. We have a facility for storing medicines for those students whose condition means that medication has to be taken during the day. The procedure is documented on the Health and Safety portal.

## **2.5 Trips and Visits**

We will ensure that we at least meet the minimum requirements specified by the DFE with regard to trips in their publication 'Health and safety: advice for schools' e.g. staff/student ratios. Trip leaders also carry out a risk assessment during planning to ensure that risks are reduced to a minimum using a day visit planning checklist. Our procedures for this are contained on the Health and Safety portal.

## **2.6 The College Estate**

We have procedures in place to ensure that the risks presented at all of our premises are minimised. These include a maintenance programme, risk assessment and a hazard reporting system. The Estates manager in conjunction with the Health and Safety Compliance Officer, ensures that arrangements are in place to maintain, service and test them either through direct labour or contracted-in specialists. Our procedure on managing the premises safely is contained on the Health and Safety portal.

## **2.7 Fire and Emergencies**

The College conducts at least one fire drill annually. In addition, a workplace fire risk assessment is carried out which follows the guidance contained in 'Fire safety – risk assessment – educational premises'. As a result of these we have introduced fire precautions, such as a means for raising the alarm, designated fire exits, provision of fire extinguishers etc. We also have steps in place to ensure that these precautions are functioning correctly and this involves checks by our own staff and by competent contractors. We have fire procedures to ensure that all building users know what to do if they discover a fire or hear the fire alarm. The teaching staff are key people in this because of their responsibility for the students and their responsibilities are included in the staff handbook. Our procedure on fire is contained on the Health and Safety portal

## **2.8 Utilities: Gas and Electricity**

The electrical installation is inspected and tested at least every five years by qualified electrical specialists. In addition, we also carry out visual checks 3 times a year to ensure that there are no obvious signs of damage to the system. Portable items of electrical equipment are tested annually using a portable appliance testing system. Our gas boilers are inspected annually by Gas Safe registered specialists

## **2.9 Work Equipment**

We comply with the Provision and Use of Work Equipment Regulations 1998, the Electricity at Work Regulations 1989 and the Lifting Operations and Lifting Equipment Regulations 1998. We ensure that

all the equipment used by our staff and students is suitable and safe to use for the work being done. It is regularly maintained and visually checked before each use to ensure that it is in a fit condition for the task intended. All equipment is also periodically inspected and tested in accordance with legal requirements or guidance. The Health and Safety Compliance Officer, the Estates Manager, the Executive Director of IT, and Technicians compile registers of all equipment used and detail what arrangements there are in place to maintain, service and test them either through direct labour or contracted-in specialists. The nature of education means that students operate equipment as part of the learning process and in the early stages they would not be classed as competent to use it. We assess the implications of this for all equipment used by students and ensure that the right level of supervision is provided. Where it is necessary to hire equipment we only use reputable companies and take appropriate steps to ensure that it is properly maintained and is appropriate for the intended use. Our procedure on work equipment is contained on the Health and Safety portal.

#### **2.10 Hazardous Substances**

The type of work that we do means that our use of hazardous substances is limited. However, we are aware of our responsibilities under the Control of Substances Hazardous to Health Regulations (2002) and comply with these where appropriate. We continually review what we hold to see if there are safer alternatives and we assess those hazardous products that we do use to ensure that we use them in accordance with the safeguards advocated by the suppliers. Where our contractors bring hazardous substances onto our premises we ensure that COSHH assessments have been carried out on them. Hazardous substances are used as part of the teaching process in some departments and the College subscribes to the CLEAPPs system for managing these. Students carry out assessments of substances to be used as part of the lesson. Science and Art Technicians are responsible for ensuring that all substances are stored correctly. Our procedure for controlling hazardous substances is contained on the Health and Safety portal.

#### **2.11 Food Safety**

Our external contractor, Caterlink, comply with the Food Safety Act 1990 and the regulations made under this law and ensure that the food they provide is fit for human consumption. The Catering Manager is responsible for ensuring that the catering provision meets the requirements of food safety legislation. Hazard analysis critical control points (HACCP) assessments are carried out regularly. These identify what controls are required, such as how food is procured, staff hygiene, cleaning regimes, storage of food, temperature checks etc. All catering staff are trained in food hygiene. There are also procedures in place to maintain, service and test the catering equipment as required.

#### **2.12 Display Screen Equipment (DSE)**

All DSE workstations used by our staff are assessed to ensure that they meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. Staff have been provided with information and instructed on how to use the equipment safely. We provide eye tests and glasses specifically designed for DSE work where required. Where natural breaks do not occur with sufficient regularity we have established work routines to prevent the onset of fatigue. The students' computers are used by many people and the workstations are set up to be sufficiently flexible to accommodate the vast majority of people. Students are trained in the safe use of computers and posters reinforcing this training are displayed in computer rooms. Our procedure detailing how we manage the risks posed by DSE is contained in the Health and Safety portal



### **2.13 Manual Handling**

The nature of the College's work means that there is a significant amount of manual handling undertaken but we strive to reduce the harmful effects of this, such as by the use of trolleys and other handling equipment and training in good manual handling technique. Potentially harmful manual handling activities are considered as part of the risk assessment process with appropriate control measures introduced. Our procedure on manual handling is contained on the Health and Safety portal.

### **2.14 Personal Protective Equipment (PPE)**

We provide appropriate personal protective equipment that has been identified in the risk, COSHH and other relevant assessments. Our procedure on PPE is contained on the Health and Safety portal

### **2.15 Contractors**

We take steps to ensure that contractors carry out their work in such a way that they do not put themselves, students, staff or anybody else at risk. We either select contractors from our approved list, or for those not on this list we carry out our own checks. Having appointed contractors, we monitor their compliance with our requirements and their stated standards. Our procedure on contractor management is contained on the Health and Safety portal.

### **2.16 Violence to Staff and Students**

Staff or students should not be subjected to physical or verbal abuse as part of their job or coming to the College and we have a system in place to record such incidents should they occur. Appropriate disciplinary / legal action may be taken against anyone perpetrating physical violence or verbal abuse. The College is proactive in minimising violence to students and staff by employing the security team.

### **2.17 Measuring, Monitoring and Auditing**

We take the following steps to judge the effectiveness of our systems to manage health and safety and to see what improvements we need to make:

- Recording and investigating accidents.
- Regular health and safety inspections by the Senior Leaders
- Health and safety on meeting agendas.
- Annual review of the health and safety policy and procedures.
- Annual report to Governors.

GTh

November 2022



