



OAKLANDS CATHOLIC SCHOOL
AND
SIXTH FORM COLLEGE

With delegated responsibility from the
Catholic Academy Trust in Havant

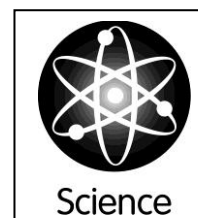
HEALTH AND SAFETY POLICY
ACADEMIC YEAR 2011/12

APPROVED BY GOVERNORS	26 SEPTEMBER 2011
REVISION DUE	SEPTEMBER 2012
MEMBER OF STAFF RESPONSIBLE	BUSINESS MANAGER
STATUTORY / NON-STATUTORY	STATUTORY



Community

Unity



Opportunity

Part 1	STATEMENT OF INTENT
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It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, students and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Hampshire County Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Develop and maintain a positive health and safety culture through regular communication and consultation with staff and their representatives on health and safety matters
- Ensure staff are suitably trained and competent to do their work safely
- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide appropriate information, instruction and supervision for staff/pupils/visitors
- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Record all accidents and near misses in accordance with HSE guidelines
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

Our health and safety management system has been developed to ensure the above commitments can be met. All staff and governors will be instrumental in its implementation.

Part 2

ORGANISATION

The overall responsibility for health and safety at Oaklands Catholic School is held by the Local Governing Body who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements and arrangements
- Consult staff regarding suitable health & safety training opportunities
- Periodically monitor and review health and safety arrangements

Responsible Manager

The responsible manager for the premises is the Headteacher who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of the day-to-day management of the school
- Ensure staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update governing bodies/partners as appropriate
- Produce, monitor & review local safety policies & procedures

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the school's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others.

Staff have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with the School Business Manager and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school.

Site Manager/Caretaking staff

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Headteacher. He/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher/School Business Manager and/or RW Safety Solutions as required.

On-site Health and Safety Officer

The School Business Manager acting as on-site health and safety officer to the school premises will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher. The School Business Manager will also advise all personnel in meeting their individual responsibilities with regards to health and safety at work and offer or arrange appropriate training to all personnel and stakeholders as required. He/she will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or RW Safety Solutions as required.

The School Business Manager will also act as Health and Safety Representative and represent staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Teachers & Supervisors

The responsibility of applying safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the School Business Manager (as appropriate) so that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary.

Head of Department

The Head of Department is responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Headteacher. He/she will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions.

He/she will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out and necessary controls implemented.

Health and Safety Committee

The Health and Safety Committee will meet 6 times a year to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The Health and Safety Committee consists of The School Business Manager, The Fire Safety Coordinator, The EVC, The Site Manager, The senior science technician and a representative from each department within the school.

Fire Safety Co-ordinator

The Assistant Headteacher is the competent person for fire safety on the premises and acts on behalf of the Headteacher. He/she is to attend the fire safety co-ordinator training course and refresh this training every 3 years. The Fire Safety Co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and RW Safety Solutions as required.

Legionella Competent Person

The Assistant Caretaker is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to attend training at intervals not exceeding three years and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8). He/she will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or RW Safety Solutions as required.

Asbestos Competent Person

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. He/she is to attend training at intervals not exceeding three years and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements.

He/she will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or RW Safety Solutions as required.

Accident Investigator

The on-site trained accident investigator is the Assistant Headteacher who will lead all accident investigations in accordance with corporate procedures.

Governor responsible for Health & Safety

A Governor will be elected to act on behalf of Full Governing Body to be responsible for the monitoring and evaluation of the school's health and safety policies and procedures and reporting his/her findings to the Full Governing Body twice a year. He/she will work closely with the School Business Manager and seek guidance from RW Safety Solutions as necessary. He/she will attend Health and Safety Committee meetings at least once a year and also assist with an annual review of safety management systems.

Health & Safety Assistance & Advice

RW Safety Solutions is the competent source of safety guidance for Oaklands Catholic School and Sixth Form College as required under Reg 7 of the Management of Health and Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from RW Safety Solutions must be sought.

Other individuals' specific responsibilities to be provided as appropriate:

The company, Brayborne Cleaning Services are employed to clean the premises and are responsible for the health and safety, training and welfare of their staff whilst working at the school.

Special Needs Co-ordinator is responsible for any specific health and safety issues relating to students with special needs and will make the Health and Safety Co-ordinator aware of additional adjustments or equipment needed to ensure their safety whilst in school. Individual evacuation plans are drawn up by the Special Needs Co-ordinator and a copy is given to the SBM to file in the Fire Safety Manual. The Special Needs Co-ordinator will notify any changes in circumstances to the SBM.

Part 3	ARRANGEMENTS
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The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Oaklands Catholic School and Sixth Form College and are to be read in conjunction with the school's procedures as laid out in the current staff handbook along with all current school policies referred to in this document.

In carrying out their normal functions, it is the duty of all managers and staff to do everything possible to prevent injury & ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

General arrangements can be summarised as follows:

- Providing a healthy and safe working environment with adequate welfare facilities
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Staff are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

Accident /Incident Reporting & Investigation

Any accident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in student services office.

Minor accidents to pupils are to be recorded in accident book held in the student services office.

The more serious accidents that are notifiable to the Health and Safety Executive (HSE) are to be reported using the F2508 Report Form and a prior copy is to be forwarded to RW Safety Solutions for approval prior to forwarding to the HSE.

All significant accidents or incidents and near-misses are to be reported to the Headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence. The School Business Manager/Headteacher is to ensure that the governing body is informed of all accidents of a serious nature & dangerous occurrences. All accident reports will be monitored by the Health and Safety Committee for trend analysis in order that repetitive casual factors may be identified to prevent reoccurrences and the findings reported to Governors twice a year.

Premises hirers, community and third party users must report all incidents related to unsafe premises or equipment to the Site Manager or School Business Manager who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

Arrangements regarding medicines are set out the Administration of Medicines Policy (See Appendix 1)

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located at Whitehouse reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the School Business Manager and/or the asbestos competent person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the School Business Manager and/or asbestos competent person.

Child Protection

Arrangements regarding child protection are set out in the Child Protection & Safeguarding Policy.

Community Users/Lettings

The School Business Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

Where contractors may be required or selected for use then appropriate safe election procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the Whitehouse reception where they will be asked to sign the visitors book and asbestos register, and will be given a photographic ID badge which they must wear at all time. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements and policies to which they must agree to comply with.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by relevant appropriate bodies. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All users must complete periodic workstation assessments and any issues will be auctioned as necessary by line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The School Business Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at periodic intervals according to the type of equipment
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is The Site Manager
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to The School Business Manager or Site Manager and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with school's emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a copy of the emergency evacuation plan at induction in the staff handbook, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Students who are in school on crutches or with limited mobility due to injury will be subject to the following guidance.

- The school will undertake a risk assessment at the beginning of each week to determine access to and movement around the site. The decisions as to access and movement around the site can only be made by the school who must consider the risk to the injured student and to the rest of the school community
- Students on crutches who cannot weight bear on the injured leg or who are deemed unstable on their crutches by school staff will not be allowed to access any first or second floor lessons
- Students are not permitted to access classrooms using the lifts. This is due to the restrictions that would apply should we need to evacuate students from a top floor in the event of fire, when lifts are not to be used.
- Students who cannot access classes due to the above restrictions will have work set

for them (co-ordinated by the Head of Year or Year Assistant) and this must be sent to Student Services.

- The Head of Year will determine with Student Services the location of the injured student who is not in class. This will either be in Student Services or in the Inclusions Room. A weekly timetable will be drawn up on the Monday morning co-ordinated by the HoY and Julia Noble
- Students on crutches are to be allocated a 'buddy' who will leave class 5 minutes early with them, carrying their bags, to facilitate movement around the school. These buddies should change every couple of days to avoid other students being disadvantaged.
- If students are in pain due to their injury then the school has the right to request parents do not send them into school or arrange for them to be collected. If a child with an injury cannot comfortably be accommodated in school for long periods of time e.g. if the leg has to be raised, then the school can look at the option of a shortened school day to allow the child sufficient recovery and rest time at home. The same applies if a student is finding movement around the site exhausting or using the crutches painful. Work can be set for the student to complete at home in these circumstances
- If a student becomes more competent and stable on their crutches and if weight can be put on the injured leg, then the school can re-visit its risk assessment and with certain conditions, e.g. with a buddy; moving around the school at quiet times, begin to permit access to first and second floor classrooms, dependent on the building, height of stairs, ease of evacuation should it be required and volume of traffic in that building.
- Students on crutches or with limited mobility must use the picnic area outside Student Services at break and lunch time or be accommodated in an indoors area under staff supervision. Visits to toilets and lockers must be timed to avoid the changeover of lessons or busy times at the beginning and end of break, lunch or the end of the school day. They must not be moving 'freely' around the site at these times. They must not allow other students to use their crutches.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the fire safety co-ordinator that:

- All staff are to complete fire safety training at intervals not exceeding three years
- Fire safety information is provided to all staff at induction and thereafter annually
- Fire safety procedures are readily available for all staff to read
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. (See Appendix 2) The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school premises.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided through our service level agreement with HCC Property Services, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs are carried out.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible Headteacher. The premises COSHH assessors acting on behalf of the Headteacher are The Site Manager. The Senior Science Technician and The D & T Technician.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the 'Pool' room for general site and in Science Prep room in MS Block, Chemical Store in A block and in A10. These are to remain locked at all times.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported to The School Business Manager or Site Manager.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department.

Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on a Monthly Premises Safety Inspection Checklist.

The School Business Manager is responsible for ensuring any issues identified are actioned. Any identified high level risks or safety management concerns will be discussed firstly at the next SLT meeting and thereafter at the Health and Safety Committee meeting or Finance/Maintenance Committee meeting whichever meets first.

A detailed inspection of the premises' safety management system will be carried out every year by The Site Manager and School Business Manager. These documented inspections will examine all areas of the safety management system and will be carried out using an Annual Safety Inspection Checklist.

Kitchen

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is the Catering Manager. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

All canteen staff are to operate within the requirements of the Food Standards Act 1999 and all staff are required to hold a Food Hygiene Certificate. All training record will be retained by the Catering Manager who will ensure training is kept up to date. Up to date guidance is sought from the Food Standards Agency and in line with their recommendations The Safer Food, Better Business Pack is currently used.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

All lone working is to be approved by the School Business Manager and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are detailed in the On-Site Security and Lone Working Policy.

Minibuses

The Admin Manager is responsible for the operation and maintenance of minibuses in accordance with school procedures as detailed in the staff handbook. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

Moving and Handling

All staff must complete moving and handling training at periods not exceeding three years. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items and equipment unless they have attended specific moving and handling training and /or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager and Caretaking staff are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance and monitored and co-ordinated by the Deputy Headteacher in their role of EVC.

Physical Intervention

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy.

Provision of Information

The School Business Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are, staff briefings, email, staff bulletins, induction programmes and training sessions and via the Health and Safety notice board in the staff room and Health and Safety folder in School Pool on the H drive/school network.

Local health and safety advice is available from The School Business Manager and RW Safety Solutions.

The Health and Safety Law posters are displayed in each building on the site.

Risk Assessments

Risk assessment management will be co-ordinated by the school business manager and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessors on site who are the School Business Manager and the Site Manager will oversee the correct completion of risk assessments. Risk assessments will be carried out by Heads of Department and those staff with the appropriate knowledge and understanding in each area of work ensuring all potential hazards are identified and appropriate control measures documented and implemented.

All risk assessments and associated control measures are to be approved by the Headteacher or School Business Manager prior to implementation. Completed risk assessments are listed in the Risk Register and will be reviewed annually in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the On-site Security & Lone Working policy & procedures which include emergency unlock routines.

Smoking

Smoking is strictly prohibited anywhere on the premises.

Stress & Wellbeing

Oaklands Catholic School and Sixth Form College is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are through line management meetings and performance management reviews.

Traffic Management

Arrangements regarding on-site traffic safety are based on the site security risk assessment and are set out in the school's procedures in the staff handbook and the On-Site Security & Lone Working Policy.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist.

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by the School Business Manager who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff in liaison with The Deputy Headteacher responsible for CPD.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Oaklands Catholic School and Sixth Form College.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential.

The current staff handbook details the procedures for dealing with incidents of a violent nature.

Visitors

All visitors must initially report to the main Whitehouse reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. All visitors will be asked to sign in and accept the school's safeguarding guidance and policy. They will receive a photographic ID card which they must wear at all times on site and will be issued with the Visitors information leaflet which gives details of health and safety and fire safety procedures. All visitors must sign out on leaving the site.

Working at Height

Work at height is always to be undertaken in accordance with the school's procedures. At Oaklands Catholic School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended training is The Site Manager and he/she is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Use mobile towers, mobile elevated work platforms and scaffolding in accordance with their training and after completion of a risk assessment
- Provide step stool instructional training briefs to staff in accordance with policy
- Provide stepladder and steps training to staff (not leaning ladders)
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended appropriate training at intervals not exceeding three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

This policy should be read in conjunction with the policies referred to in the body of the document and with the information contained in the current staff handbook.

Other Health and Safety information can be found on the Health and Safety notice board located in the main staff room and via the school network in the Health and Safety folder which can be found in School Pool folder on the H drive.

Appendix 1



The Catholic Academy Trust in Havant

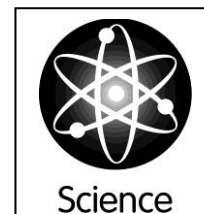
OAKLANDS CATHOLIC SCHOOL
AND
SIXTH FORM COLLEGE

Administration of Medicines Policy
ACADEMIC YEAR 2011/12

APPROVED BY GOVERNORS	September 2011
REVISION DUE	September 2012
MEMBER OF STAFF RESPONSIBLE	Business Manager
STATUTORY / NON-STATUTORY	Non-Statutory



Community



Unity

Opportunity

ADMINISTRATION OF MEDICINES POLICY

Policy Statement

Oaklands Catholic School will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Oaklands Catholic School is held by The Deputy Head who is the responsible manager but who delegates the day to day administration to Senior Student Services Officer. It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration

The administration of medicines is the overall responsibility of the parents. The Senior Student Services Officer is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Routine Administration

Prescribed medicines

It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents. On occasions when children require paracetamol it is our policy to administer providing that written consent from the parents has been received in advance or verbal consent is received on the day and administration is in accordance with guidance provided in the *Health Guidance for Schools* document

Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances.

Maintenance drugs

It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned

Non-Routine Administration

Emergency medicine

It is our policy (where appropriate) to manage the administration of emergency medicines such as:-

- Injections of adrenaline for acute allergic reactions
- Injections of Glucagon for diabetic hypoglycaemia

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Medical Accommodation

The medical room in student services will be used for medicine administration/treatment purposes. The room will be made available when required.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted. A 'staff training record' sheet will be completed to document the level of training undertaken. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Storage

The storage of medicines is the overall responsibility of the Senior Student Services Officer who will ensure that arrangements are in place to store medicines safely. The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed. It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Disposal

It is not the responsibility of Oaklands Catholic School to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal. 'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Appendix 2



The Catholic Academy Trust in Havant

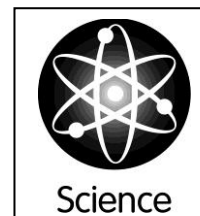
OAKLANDS CATHOLIC SCHOOL
AND
SIXTH FORM COLLEGE

First Aid Policy
ACADEMIC YEAR 2011/12

APPROVED BY GOVERNORS	September 2011
REVISION DUE	September 2012
MEMBER OF STAFF RESPONSIBLE	Business Manager
STATUTORY / NON-STATUTORY	Non-Statutory



Community



Unity

Opportunity

FIRST AID POLICY

Policy Statement

Oaklands Catholic School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Oaklands Catholic School is held by The Deputy Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Health and Safety (First Aid) Regulations 1981 and advice from RW Safety Solutions.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - A First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

The responsible manager will ensure that appropriate numbers of first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

School First Aid Trained Staff

At Oaklands Catholic School there are **15** first aid trained staff having completed the 4 day First Aid training course provided by St John's Ambulance and approved by HSE. They are as follows:

Name	Location	Certificate expiry date
Mrs J Noble	Student Services	July 2014
Mrs S Barrowclough	Student Services	July 2013
Mrs S Sayner	Reception	October 2012
Mr S Davis	Maths/Science/A Block	June 2012
Mrs G Martyn	Maths/Science	December 2013
Mrs G Attwood	Tech Block	June 2012

Mrs C Williams	JP Block	June 2012
Mrs E Pearce	JP Block	June 2012
Mrs D Dodds	Kitchen	July 2012
Ms M Stevenson	Kitchen	March 2013
Mrs S Bradley	PE Dept	July 2013
Mr L Tindal	PE Dept	December 2013
Mr P Gamblin	Site Team	December 2013
Mrs C Colley	6 th Form	December 2013
Mr R Jones	Hall Block	December 2013

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 18 first aid kits on the premises
 - These first aid kits will be situated as follows:-
 - 3 Student Services
 - 4 Tech Dept
 - 4 Art Dept
 - 3 in each of food tech and textile rooms – B3, B4 and B2
 - 1 kitchen
 - 1 PE
 - 1 JP block
 - 1 Maths/Science Block
- 2 travel first aid kits in vehicles
 - These travel first aid kits will be located in each minibus – AE06NTL and AE06NTF

It is the responsibility of the qualified first aiders to check the contents of all first aid kits at the beginning of each half term and record findings on the First Aid Kit Checklist. Completed checklists are to be stored in the First Aid file held in student services office.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room in student services is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Bed, running water, first aid kit, wheelchair, chair, and telephone available in adjacent office.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- For students and staff who have known particular medical conditions requiring hospital treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury (including head injuries)
- requires first aid treatment
- requires attendance at hospital
- is causing undue distress to the student

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken