



## Health and Safety Policy

### Mission Statement

We are a Catholic Sixth Form dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the Sixth Forms.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole Sixth Forms.

### 1 **General Statement of Policy**

Christ the King Sixth Form aims to be a good employer in all matters relating to the health and safety of its employees. We recognise and accept our statutory obligations under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation. We will, so far as is reasonably practicable, provide:

- Safe equipment and systems of work.
- Arrangements for the safe use, handling, storage and movement of articles and substances.
- The necessary information, instruction, training and supervision to ensure the health and safety of our employees.
- Safe access to and exit from the workplace.
- A safe and healthy working environment.

The nature of education means that for much of the time the majority of people on the premises are not employees, mainly students but also parents, contractors and other visitors. We also accept our responsibility, so far as is reasonably practicable, for the health and safety of these people and for anybody else who may be affected by what we do or do not do.

We acknowledge the important part our own staff have to play in ensuring a healthy and safe workplace and we will consult them not only when we are taking specific measures which will affect their health and safety but also on a routine basis. This policy has been briefed to all staff.

This policy will be kept up to date and will be reviewed at least annually. However, if circumstances change that make it no longer valid it will be reviewed more frequently.

## **Pandemic (COVID 19) – Addendum COVID 19 re-opening risk assessment**

Amendments have been made to work practices at CTK following the onset of the COVID 19 Pandemic. This addendum outlines the Sixth Form position. The Sixth form has had to review its ways of working since March 2020 to ensure they follow Government legislation.

As an employer the Sixth Form must ensure measures are in place to protect people from COVID-19 by taking reasonable steps to protect staff, students and others from coronavirus. A risk assessment has been undertaken which will help CTK manage risk and protect people.

The risk assessment:

- Identifies work activity or situations that might cause transmission of the virus.
- Outlines what can be done to reduce the risk.
- Identifies who could be at risk.
- Acts to remove the activity or situation, or if this is not possible, controls and reduced the risk.

Under the Health and Safety at Work etc Act 1974, employers have a statutory duty to do everything that is “reasonably practicable” to safeguard their employees and those affected by their operations. Furthermore, the Management of Health and Safety at Work Regulations 1999 requires CTK to compile a suitable and sufficient risk assessment covering risks to employees who are at work, as well as risks to non-employees arising from our operations. Appropriate arrangements for planning, organisation, control, monitoring and review are in place.

This risk assessment will be reviewed regularly by the senior leadership team and shared with the Governing Body. Staff will be consulted, and discussions have taken place with JCC. The CTK Safety consultant has also advised and approved the Sixth Forms risk assessment for re-opening from the 15<sup>th</sup> June 2020.

To help minimise the risks, staff will not travel between the sites and visitors, including parents, will not visit the sites. Any exception to this rule should be approved by the site Principal. At the Emmanuel site a significant building project is being undertaken but workers involved will be in a secure compound with no access to sixth form facilities.

Signed:  
(Executive Principal)

Date:

Signed:  
(Chair of Governors)

Date:

**Christ the King Sixth Forms**

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## **1 Organisation and Roles and Responsibilities**

### **1.1 Governors' Responsibilities**

The Governors have overall and final responsibility for the effective management of health and safety within Christ the King Sixth Form. They are responsible for:

- Ensuring there is an effective system to manage health and safety within the Sixth Form and that it works.
- Ensuring that the Sixth Form has a health and safety policy, which is reviewed biennially.
- Ensuring that there are appropriate systems to manage health and safety.
- Ensuring that there are sufficient resources to implement the policy and systems.
- Receiving and considering the Sixth Form's annual health and safety report.

### **1.2 Executive Principal's Responsibilities**

The Executive Principal has overall responsibility for health and safety within the Sixth Form. However, they have delegated responsibility for setting up the various systems to manage health and safety to the Senior Lead for Facilities. Their main duties are:

- Ensuring that there is sufficient budget allocation to manage health and safety.
- Regularly reviewing with the Senior Lead of Facilities and the site Principals' (Deputy Principal's) the effectiveness of the measures to manage health and safety.
- Liaising with governors and or the education authority on policy issues and any problems in implementing the health and safety policy.

### **1.3 Senior Lead of Facilities, Catering and Security**

The Senior Lead of Facilities, Catering and Security is responsible for setting up appropriate health and safety systems, maintaining them and reviewing health and safety performance. In this role he/she will:

- Ensure that the Sixth Form has a health and safety policy that is reviewed at least annually and approved by Governors every two years.
- To report in conjunction with the Director of Facilities at the Risk, Audit and Compliance Committee.
- Develop and co-ordinate appropriate training strategies in conjunction with the manager responsible for staff development, to ensure a safe working environment.
- Ensure that appropriate information to assist staff in carrying out their H & S responsibilities is available.
- Ensure there is a process in place to enable risk assessments, assessments required under the Control of Substances Hazardous to Health Regulations (COSHH), manual handling assessments and display screen equipment workstation assessments to be carried out.
- Ensure there is a process for assessing the effects of work on the health and safety of disabled staff and on expectant and new mothers.

- Support the site Principal's (Deputy Principal) and Director of Facilities to enable them to implement safe practices and procedures within their areas of responsibility.
- Ensure 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.
- Ensure there is a process for selecting and managing contractors undertaking work on site.
- Regularly report to the Executive Principal and Deputy Principal on the measures to manage health and safety.
- Report termly to Senior Management on general matters of Health & Safety.
- Ensure effective monitoring of health and safety is carried out.
- Prepare an annual health and safety report for the Governing Body.

#### **1.4 Responsibilities of Site Principals (Deputy Principals)**

The site Principals (Deputy Principals) are responsible for ensuring that the systems set up to manage health and safety are carried out on their site. They will:

- Ensure risk assessments, assessments required under the Control of Substances Hazardous to Health Regulations (COSHH), manual handling assessments and display screen equipment workstation assessments are carried out and reviewed at least annually.
- Ensure the effects of work on the health and safety of disabled staff and on expectant and new mothers are assessed by the Personnel Director.
- Provide Assistant Principal's, and other managers with support so that they implement safe practices and procedures within their areas of responsibility.
- Ensure there are emergency management procedures including first aid and fire precautions.
- Support managers investigating accidents.
- Pass on details of any injury, disease or dangerous occurrences to the Senior Lead of Facilities.
- Consult with staff to ensure progressive and positive methods are adopted.
- Regularly report to the Executive Principal on the measures to manage health and safety.
- Ensure that effective monitoring of health and safety is carried out.

#### **1.5 Director of Facilities and Security Responsibilities**

The CTK Director of Facilities is responsible for ensuring that the buildings and the systems of each site are maintained and are inspected, where there is a legal requirement to do so. They will:

- Draw up a register of all the systems that their premises contain including what maintenance, servicing and testing is required.
- Ensure that there are arrangements in place to carry out these requirements.

- Ensure contractors employed have proper arrangements for health and safety.
- Monitor contractors' work.
- Liaise closely with the Senior Lead of Facilities and notify him/her of any Health and Safety concerns.

### **1.6 Premises Staff Responsibilities**

Premises staff are responsible for making safe and/or reporting to the Director of Facilities, Senior Lead of facilities or other senior staff, any malfunctioning equipment or building defects that would compromise the safety of anyone using the Sixth Form buildings or grounds. In the first instance, wherever possible these should be reported to the Director of Facilities. They should ensure that:

- They are proactive in identifying, fixing or making safe any hazards that they spot and/or report it to the Director of Facilities while touring the Sixth Form 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 H&S may be at risk.

### **1.7 Technicians Responsibilities**

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. They will:

- Compile a register of the equipment within their area specifying what maintenance, servicing and testing is carried out.
- Ensure that there are arrangements in place to carry out these requirements and appropriate logs are kept and shared with the Director of Facilities.
- Ensure that hazardous materials are safely stored.
- Ensure regulations for the storage of chemicals meets the requirements of external agencies.
- Ensure 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 Director of Facilities.

### **1.8 Computer Services Department Responsibilities**

The Computer Services Department is 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. They should 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 Personnel Manager's Responsibilities**

The Personnel Manager is responsible for ensuring there are an appropriate number of qualified first aiders at each site. He/she should liaise closely with the Director of Facilities to ensure first aider undertake training regularly.

### **1.10 Catering Manager's Responsibilities**

The Catering Manager is responsible for ensuring the catering provision at all sites meets the requirements of food safety legislation. They will:

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

### **1.11 Senior Staff Responsibilities**

Senior Managers including Assistant Principals, Head of Hall/ Senior Student Mentors, Directors and co-ordinators are responsible for:

- Implementing the Sixth Form health and safety policy in the area under their control.
- Working with their Deputy Principal (Site Principal) and the Director of Facilities 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 Sixth Form's health & safety policy and H & S legislation.
- Ensuring all accidents and hazards are reported immediately to the reception and entered in the appropriate book.
- 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.

### **1.12 Teaching Staff Responsibilities**

Teachers are responsible for ensuring that the Sixth Form's health and safety policy is followed within the areas under their control. They will:

- Ensure their classroom is kept in a condition that does not put the students, themselves or anyone else at risk, i.e. free from hazards, such as trailing leads.
- Ensure fire escape doors and alarms are kept clear of obstruction.
- Ensure 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.
- Ensure the safety of their students in the event of an emergency, such as a fire or an accident.
- Carrying out risk assessments prior to Sixth Form trips.
- Review systems of work to see if they can be improved.

### **1.13 All Staff Responsibilities**

All staff employed by the Sixth Form 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 Executive Principal, Senior Lead of Facilities, Deputy Principal's, Assistant Principal's, Heads of Departments 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.

### **1.14 Students' Responsibilities**

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 Sixth Form.
- 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 Sixth Form 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.

### **1.15 Health and Safety Advice**

Christ the King Sixth Forms has appointed Sean Conry Ltd. on a retainer to provide the role of competent person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to assist the sixth forms in meeting their health and safety responsibilities. They will:

- Monitor developments in health and safety law and advise the Sixth Form as appropriate to help them meet their legal obligations.
- Provide both template and specific documentation.
- Provide a health and safety advisory service.
- Review the health and safety policy annually.
- Carry out other services as requested.
- Provide guidance to ensure the Health and Safety Policy meets legislation and good practice.

## **2 Arrangements for Carrying Out the Policy**

### **2.1 Staff Competence**

All staff receive an induction when they join CTK 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 premises at each site.
- 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 in the Health and Safety Share Point file.

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

Christ the King Sixth Form recognises the need for consultation and co-operation and the involvement of everyone to secure and maintain a safe and healthy workplace. A formal CTK health and safety committee meets three times a year, this will be chaired by the Senior Lead of Facilities and have representation from each CTK Sixth Form. Christ the King Sixth Form meets the unions through scheduled JCC 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 at each site, including a co-ordinator who oversees first aid requirements. This assessment includes consideration of the different areas in the Sixth Form 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 throughout each site.

The first aid needs for Sixth Form 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 Sixth Form day. The procedure is documented in the Health and Safety Share Point file.

### **2.5 Sixth Form Visits etc.**

We will ensure that we at least meet the minimum requirements specified by the DFE with regard to Sixth Form trips in their publication 'Health and safety: advice for schools', such as staff/student ratios, seat belts etc. Staff 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 in the Health and Safety Share Point file.

### **2.6 Premises**

We have procedures in place to ensure that the risks presented at all of our premises are minimised. These include a ten-year maintenance programme, risk assessment and a hazard reporting system. At each site, the Director of Facilities compiles a register of all building systems and details what arrangements there 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 in the Health and Safety Share Point file.

### **2.7 Fire and Emergencies**

The Sixth Form is visited regularly by the London Fire Service and we follow their requirements. In addition, at each site we also carry out a workplace fire risk assessment following 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 in the Health and Safety Share Point file.

## **2.8 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.

## **2.9 Gas**

Our gas boilers are inspected annually by Gas Safe registered specialists.

## **2.10 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 Director of Facilities, the Director of IT, the Catering Manager and Classroom 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 in the Health and Safety Share Point file.

## **2.11 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 Sixth Form subscribes to the CLEAPPs system for managing these. Students carry out assessments of substances to be used as part of the lesson. The Classroom Technicians are responsible for ensuring that all substances are stored correctly.

Our procedure for controlling hazardous substances is contained in the Health and Safety Share Point file.

The sites at Emmanuel and St Mary's have been surveyed for the presence of asbestos and registers are held on site. The Aquinas site was built after 2000 when asbestos was banned.

### **2.12 Food Safety**

We comply with the Food Safety Act 1990 and the regulations made under this law and ensure that the food we provide is fit for human consumption. The Catering Manager is responsible for ensuring that the catering provision at all sites meets the requirements of food safety legislation.

Hazard analysis critical control points (HACCP) assessments are carried out at all three sites. These have identified what controls are required, such as how food is procured, staff hygiene, cleaning regimes, storage of food, temperature checks etc. and appropriate procedures have been introduced.

All catering staff are trained in food hygiene.

There are also procedures in place to maintain, service and test the catering equipment as required.

### **2.13 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 Share Point file.

### **2.14 Manual Handling**

The nature of Sixth Form 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 in the Health and Safety Share Point file.

### **2.15 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 in the Health and Safety Share Point file.

### **2.16 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 in the Health and Safety Share Point file.

### **2.17 *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 Sixth Form 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 Sixth Form is proactive in minimising violence to students and staff by employing the security team.

### **2.18 *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 Lead of Facilities.
- Health and safety on the agenda of staff meetings.
- Annual review of the health and safety policy and procedures.
- Annual audit.
- Annual report to Governors.

**Approved by Governors July 2020**  
**To be approved again by Governors July 2022**