

St Bede's Catholic College



Health & Safety Policy

Including Preventing Slips, Trips and Falls

St Bede's Governing Body attributes the utmost importance to health and safety wellbeing (known as H&S) of the pupils and employees at the college. The Governors are committed to the creation and maintenance of a positive culture throughout the College organisation. This policy is produced in respect of St Bede's Catholic College only and forms the basis of future planning and implementation of Health & Safety

Statement of General Policy

1. The Governors of St Bede's Catholic College are responsible for setting out the overall H&S policy
2. The planning and implementation of the policy is the direct responsibility of the Principal with the Assistant Principal responsible for H&S on the Strategic Leadership Team (SLT) with Governor support from the H&S Governor. Ensuring that staff at all levels fulfil their duties to co-operate with and support this policy. Arrangements will be made to bring it to the notice of external agencies and contractors employed by St Bede's Governors.
3. The Governors of St Bede's recognise the need to consult staff on H&S matters and this is done through the following representative staff;

Union Representative	Mr G McNamara (NEU)
Site Team	Mr W Haskins (Site Manager)
Technicians	Mrs K Walmsley (Senior Science Technician)
Support Staff	Mrs M Cheshire, Business Manager

4. Health and safety is the responsibility of all employees at St Bede's College at all levels and they are charged under the Health and Safety at Work Act (1974) with a duty of care for their own safety, the safety of pupils, students, fellow workers, visitors and neighbours of the College. Employees also have the duty to co-operate with St Bede's Governing Body to enable it to carry out its H&S responsibilities. St Bede's Governors look to every employee to maintain continuous safety awareness, to be alert to existing and potential hazards, to understand the need to minimize them, report them and to undertake H&S training as appropriate and when required.
5. The Governors recognise their responsibility under the Health and Safety at Work Act (1974) so far as is reasonably practicable to:
 - provide machinery plant, equipment and systems of work which are safe and without risks to health
 - make arrangements for ensuring and without risks to health, the handling, storage and transportation of articles and substances
 - provide adequate information, instruction, training and supervision to enable all staff employed at St Bede's and pupils to perform their work safely and efficiently
 - promote the development and maintenance of sound H&S practices

- maintain St Bede's college site and buildings in a condition that is safe and without risks to health
- ensure the maintenance of safe access and egress from St Bede's site and buildings
- to provide and maintain a safe working environment that is without risks to health and is adequate with regard to wellbeing facilities for pupils and staff
- to ensure sufficient funds are available for Health and Safety, to provide as necessary personal protective equipment (PPE) to all pupils and staff where necessary for the safe use of machinery, equipment and substances
- maintain a close interest in all H&S matters as they affect activities in the college buildings and on the college site.

6. St. Bede's recognises and accepts its responsibilities to ensure the effective and safe management of Asbestos Containing Materials (ACM) within its circa 1962 premises in accordance with current health and safety (H&S) legislation and guidance. Government policy currently is that, so long as the asbestos is in good condition and not likely to be disturbed, it is better to manage it for the remaining life of the school building rather than remove it. As a result of this Government advice, prior to any work done to the fabric of the buildings the asbestos register is checked by contractors and when necessary up to date surveys of the work area are undertaken before work starts. (Asbestos survey completed by Asbestos Surveys UK, October 2018).

7. The Governors understand the relationship between staff wellbeing and College performance. Throughout the year provisions and opportunities which benefits the wellbeing of staff and aim to improve College performance are in place, for example:

- Provision of an appraisal process which enables staff self-evaluation against set objectives
- Opportunities for professional development in agreed areas following appraisal linked to key College foci
- Provision of Safeguarding training, E-Safety advice, standard operating procedures and policies
- A well-defined management and leadership structures to support Learning and Teaching at senior and middle levels of leadership
- H&S Training through qualified instructors when required. Training and notices via Staff meetings and written communications are provided

This list is not exclusive and a commitment is made to invest in staff to ensure they are enabled to carry out their duties in an effective and efficient manner on behalf of the pupils and students in our care.

8. The Governors have the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of personal accident or injury, on the college site, when on St Bede's college business, during college activities, field trips and sporting fixtures. It must be emphasised that individual responsibility cannot fall on individual members of the Governing Body, unless there has been an element of negligence, fraud or other criminal actions.
9. The Governors will be kept informed of all developments relating to H&S matters through a standing agenda item on the Site & Buildings Committee and from here a H&S report will be made at each Full Governors meeting.
10. The Governors expect an H&S inspection to be carried out on a regular basis, at least annually.
11. The H & S Manager is to seek regular updates, training and external advice in order to best assess hazards when completing risk assessments.
12. St Bede's College Governors are required to manage the risks to children, staff and visitors within the College. This includes taking steps to control slip and trip risks so everyone is able to move around safely. This policy should be read in conjunction with the current H&S Policy and together forms the Governor's commitment to making St Bede's a safe place in which to learn and work.

Why do slips, trips and falls matter?

Slips and trips are the most common cause of injury at work in the UK – and the most reported injury to members of the public. They can lead to both minor and major injuries. These are accidents whilst a person is on the ground and not working at height.

Be alert to the causes of slips and trips in College

Slip and trip accidents happen in College for a number of reasons. They typically involve:

- Contamination – both from wet surfaces – caused by water, fluid spillages; slippery surfaces - caused by contaminants eg food, litter, liquid etc.
- Obstructions – particularly bags and trailing cables
- Members of staff or pupils/students running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting - particularly where there are uneven surfaces and changes of level

What are the messages given the potential hazards?

- Don't run in the College Buildings
- Make sure bags and coats are correctly stored in classrooms, laboratories and workshops.
- Staff are not walk inside the building with drinking cups which could potentially spill onto floors causing a hazard.
- Children do not eat or drink in the corridors and must go to the designated areas provided and all litter must go into the bins

- Don't carry heavy items that obscure your vision when walking - use a sack truck or trolley
- Staff pupils/students to wear sensible footwear
- If the lighting is not working or the bulb needs replacing in your area or classroom, tell the Caretakers immediately for a replacement
- Floor mats provided at entrances to the building to prevent wet and mud being brought onto floors will be provided

Solutions to prevent Slips & Trips inside the building

Slip and trip incidents are preventable. The solutions are simple;

- Staff do not move about the college with open cups and mugs
- Walking not running in the building
- Mats in doorways to wipe feet
- Children eat and drink in the designated areas and then tidy up
- Staff do not eat or drink while teaching- bottled water is the exception for staff and pupils
- Areas around drinking fountains must be kept clear of spills by either kitchen or caretaking staff.
- Where a spill occurs a sign to be placed immediately to alert people to the hazard and the Caretaker called.
- Sensible footwear must always be worn by Staff and children in College and on College activities

Slips, trip and falls are preventable – this is the business of everybody.

13. This policy will be reviewed on a regular basis to confirm that the arrangements are still appropriate. The review will take place if there are any significant H&S events or changes in the arrangements and not later than twelve months from the previous review date. The policy will be revised and re-issued ready for inclusion in the Staff H&S Handbook published in September each year.

Date: September 2019
Date of next review: September 2020