



AD MAJORA NATUS SUM

Health & Safety Policy St Aloysius' College

45 Hill Street
Glasgow
Scotland
G3 6RJ

St Aloysius College
Health & Safety Policy

1.1 Summary

Health & safety are key concerns for St Aloysius' College (St Aloysius) and require to be managed robustly and effectively. The right approach will help us control risks, cut costs and of fundamental importance, allow the organisation to thrive.

A systematic approach to health & safety ensures we comply with all legislative obligations. It also ensures everyone in St Aloysius knows what is expected of them and the correct way of carrying out their duties as well as a foundation for continually improving health & safety management within our organisation.

St Aloysius will ensure that health & safety is an integral part of the overall management culture and will seek to develop a positive attitude to health & safety amongst staff by: -

- Visibly demonstrating a clear commitment to improving health & safety performance;
- Promoting co-operation by recognising that all staff have an important contribution to make to effective health & safety management and providing opportunities for participation and involvement in health & safety activities, e.g. health & safety committees, risk assessment;
- Ensuring the communication of necessary information throughout the organisation;
- Securing the competence of employees from the start of their employment with the organisation through training and coaching; and
- Implementing systems, which will identify health & safety training needs arising from recruitment or changes in staff, procedures, or systems of work.

The St Aloysius Health & safety Plan outlines specific objectives for the organisation, comprising realistic timescales for their accomplishment.

These objectives will be set out following an initial review, which will: -

- Compare existing arrangements against requirements of relevant legislation dealing with Health & safety management issues;
- Establish performance standards after a thorough analysis of the needs of the organisation and of existing and potential risks; and
- Assess the effectiveness of existing resources devoted to Health & safety

1.2 Health & Safety Policy Statement

St Aloysius recognises that it is our responsibility to ensure the health, safety and welfare at work of our employees. This duty of care extends to other persons whilst they are on our premises or affected by our activities such as pupils, visitors and contractors etc.

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of works for all employees and third parties. St Aloysius will do all that is reasonably practicable to prevent personal injury and damage to property. This policy also includes the general public, when they come into contact with the organisation or any of its services. Further we will provide such information, training and supervision as is needed to support the above.

St Aloysius recognises that we have specific duties and statutory requirements, which include:

- To provide and maintain safe and healthy working conditions;
- To provide information, instruction, training and supervision as necessary to enable employees to perform their work safely and efficiently;
- To make available all necessary safety devices and protective equipment and to supervise their correct use;
- To communicate and as necessary consult with employees on health & safety issues;
- To provide and maintain, so far as reasonably practicable, a safe place of work and safe means of access to and egress from that place of work; and
- To provide and maintain a working environment that is, as far as reasonable practicable, safe, without risks to health and adequate as regards facilities and arrangements for welfare at work.

The policy is communicated to all employees of the organisation. To enable St Aloysius to fulfil its duties and responsibilities as an employer all employees have a duty to exercise personal responsibility and to do everything within their power in the course of their employment to prevent injury or ill health to themselves or others.

St Aloysius will ensure that this policy is reviewed on an annual basis and amended to reflect any internal changes or legislative and regulatory requirements.

Signed (Head Master)

Signed (On behalf of the Board of Governors)

2. Responsibilities

Board of Governors

The Governors will take all reasonably practicable steps within their power to ensure the provision of a safe and healthy environment, and in particular:

- The publication and annual review of a comprehensive *Health and Safety Policy*;
- The provision of suitable training for such members of staff as may be requested by the Head Master;
- The funding and taking of such measures, through the agency of the school management teams, as will comply with statutory requirements and approved codes of practice (ACOPs), including arrangements for risk assessment, safety inspection, audit and such competent advice as may be necessary;
- The appointment of a Director of Health and Safety Officer with appropriate skills, qualifications and competencies; and
- The requirement of management and staff at all levels in the school to display a positive and constructive attitude towards health and safety matters.

Head Master & Senior Staff

The Head Master, working co-operatively with senior staff, has executive responsibility for the promotion and implementation of the Governors' health and safety policies and procedures. He is also to keep abreast of new health and safety legislation and good practice, advising the Governors in their annual policy review or as occasion determines may be necessary.

In collaboration with other relevant senior staff in the school, and with the Director Of Health and Safety, the Head Master is to arrange that detailed procedures are drawn up covering all major aspects of health and safety in the school. These are to be made available to, and brought to the attention of, teaching and support staff, together with the *Health and Safety Policy*.

New members of staff will be briefed by a person designated by the Head Master on health and safety policy and procedures within a reasonably short time of their commencing employment.

The Head Master will make arrangements, in collaboration with the Director of Health and Safety Officer and Committee, to monitor effectively the implementation of health and safety policy and procedures, to review these arrangements at least annually, and to propose to the Governors any alterations that may be necessary in the written statements.

The Head Master, and all members of the school management teams, will be available to any member of staff at any reasonable time to discuss and to seek to resolve health and safety problems that have not been resolved by existing arrangements or at a lower level of management.

The Head Master is required to report to the Governors those instances where his executive authority does not allow the elimination of a serious hazard, or its reduction to a satisfactory level. In the meantime, he is to take all measures necessary in his judgement to avoid danger pending rectification. The Head Master will designate the Depute Head Master and / or Senior Management attendance at meetings of the Health and Safety Committee. The Assistant Head Master (Pastoral Care), and Bursar will also normally be in attendance. The Director of Health and Safety (DHS) will usually chair these meetings and the terms of reference of the meetings will be reviewed biennially.

The Bursar will be the senior manager responsible for supervision of the janitorial and cleaning staff, kitchen staff, grounds staff, office staff, school nurses, and workmen and contractors operating on site, in matters of health and safety.

Heads of Department/Line Managers

Heads of Department and Line Managers are responsible for their own departments and will organise the day to day work in compliance with the health & safety policy, and in particular they must:

- Implement the health & safety policy in relation to their area of responsibility, monitoring its application and ensuring its effectiveness;
- Ensure, so far as is reasonably practicable, that conditions within their establishment are safe and without risk to health;
- Ensure that all employees are made aware of the organisation's health & safety policy, arrangements and procedures relevant to their area of work;
- Advise any person – employee, pupil, parent, client, contractor or visitor - likely to be affected by any known hazard or risk at the workplace, of the protective or preventative measures to be taken to minimise risk;
- Report all accidents and dangerous occurrences to the Depute Head Master on the appropriate form as soon as possible after the incident, regardless of whether an employee, pupil, parent, client, contractor or visitor has been affected;
- Investigate the causes of all accidents and dangerous occurrences, advise all persons who may be at risk and take steps to remove the hazard in order to prevent a recurrence of any incident;
- In the event of an accident resulting in a fatality or major injury, advise the Head Master and Bursar immediately. The location of the accident should be sealed off to prevent access and to allow for an immediate investigation;
- Make regular audits and inspections of workplaces and ensure that safe and healthy working practices are adopted and maintained;
- All staff must be trained in the organisational fire procedures and evacuations;
- Reporting any defects that require rectification to the Bursar and Estates Manager and arrange for the work to be carried out to the appropriate standard;
- Ensuring all plant and equipment is properly maintained, and that any unsafe equipment is identified and withdrawn from use;
- Ensuring disciplinary action is taken on those employees who persistently breach the organisation's health & safety policies and procedures;
- Maintaining training records for all College employee;
- All risk assessments required must be carried out and updated as required;
- Ensuring any risks identified by any member of staff are acted upon immediately;
- Work with employees to provide and maintain a safe and healthy working environment and ensure any risks identified by a member of staff are acted upon immediately.

4 Director of Health & Safety

The Director of Health and Safety (DHS) acts in an advisory and consultancy capacity to promote health and safety good practice. While the DHS will act in the implementation of policies and procedures according to the remit outlined below, executive accountability for health and safety cannot be delegated and remains with the Head Master and Governors. Local responsibility for the implementation of health and safety policies and conducting and updating risk assessments remain with Heads of Department and Line Managers

Without prejudice, the Director of Health and Safety is charged with:

- Convening and drawing up agendas for the Health & Safety Committee;
- Keeping abreast of health and safety issues, legislation and good practice with a view to assisting in the informing and training of staff at all levels in health and safety matters;
- Investigating accidents, dangerous occurrences and hazards and instigating such follow-up measures as may be necessary;
- Being a first point of contact for staff, and upon request for pupils or parents wishing to make representation about safety matters;
- Managing and conducting a rolling programme of internal health and safety inspection and risk assessment, drawing on competent help as necessary; and
- Assisting the Head Master and school management teams in establishing, coordinating and reviewing College health and safety policy and procedures

By agreement with the Bursar, the DHS will (a) create annual strategic, operational and practical objectives for fulfilment of the College Health and Safety duties and priority needs and (b) attend as necessary relevant professional updates and training.

Health & Safety Committee & Governance

The College has a standing Health and Safety Committee, comprising the Head Master / Depute Head Master, Junior School Heads of Section, Assistant Head Master (Pastoral), the Bursar, Senior Janitor, the Director of Health and Safety, and volunteer/ representatives from the staff. The Committee will meet as a matter of course once a term, and as often as convened by the DHS to discuss particular matters that may arise from time to time.

The Committee will be chaired by the Director of Health and Safety. Minutes will be taken by a nominated Secretary and approved minutes will be made available to all staff and to Governors. These Minutes will include the following as standard agenda items:

- A review of actions since last meeting;
- Progress with agreed health and safety priorities;
- Health and safety inspections, reports and risk assessments;
- Legal and compliance issues and priorities.
- Any other competent business.

The outputs, performance and activities of this committee will be reported to the Head Master and Governors via the Audit Risk and Governance Committee (ARG) who will receive a copy of all approved minutes and agendas. The DHS will report to the ARG on matters relating to health and safety.

At the first meeting of the new Session, the Health and Safety Committee will review;

- Committee membership, roles and terms of reference.
- The Health and Safety Policy;
- The priorities for the forthcoming year.

Employees

Employee's duties under section 7 of the Health & safety at Work Act include co-operating with their employer to enable the employer to comply with the statutory duties for health & safety.

Employees must therefore:

- Inform their Head of Department/Line Manager of any situation or condition at work, which he or she considers to be unsafe, unhealthy or could become unsafe or unhealthy.
- Have a regard for their own safety and welfare and that of others that may be affected by their actions or omissions at work.
- Not engage in any activities that could create a hazardous or unsafe condition, which could compromise themselves, other employees or equipment supplied by St Aloysius for use in the workplace.
- Adhere to the procedures and safe working practices, which are described in the health & safety policy.
- Properly use, maintain and store the personal protective equipment supplied by St Aloysius for their safety, health and welfare.
- Ensure that any third party workers who are engaged in activities in their employer's workplace are made aware of and work within the health & safety policies and procedures that are in force.
- Immediately report any accident, incident or dangerous occurrence, regardless of severity, to their Head of Department/Line Manager so that it can be investigated and all reasonable and practicable measures can be taken to remove or minimise the cause(s).
- Not engage in any form of horseplay.
- Not drink any form of alcoholic beverage in the workplace or enter the workplace in an intoxicated condition or consume alcohol while going about College business or when in the charge of a vehicle.
- Not ingest, inject or take in any manner whatsoever any form of drugs which could in any way affect their own ability to function in a safe manner. If drugs have been prescribed by a medical professional the employee must immediately inform his/her Heads of Department and seek appropriate guidance on what duties, if any, can be undertaken.

Pupils

Pupils are expected to exercise personal responsibility for the safety, health and well-being of themselves, other pupils and staff. Pupils must observe the school rules, health and safety rules and procedures, and in particular the instructions of staff relating to good order, health and safety. Pupils must use and not wilfully misuse, neglect or interfere with things provided for their safety.

3. Health and Safety Procedures - General Arrangements

3.1 Hazard identification, Risk Assessments and Determining Controls.

St Aloysius maintains procedures for the ongoing identification of hazards and risks to implement the necessary control measures. The completion of risk assessments is a statutory requirement. Suitable and sufficient risk assessments will be conducted to cover:

The risk assessment process will be conducted as follows:

- Record the significant findings.
- Inform employees (of the risks identified and the precautions which they should take to ensure that the risks remain adequately controlled)
- Assess any additional risks, which may arise in relation to young persons, disabled persons and pregnant woman/nursing mothers.
- Confirm that the risks are adequately controlled (or to identify and implement control improvements with appropriate priority).
- Review assessments wherever there is a reason to suspect they are no longer valid.

Where necessary, safe working procedures and generic assessments will be developed to supplement local and individual risk assessments. Records of the completed risk assessments shall be retained and reviewed periodically to ensure appropriate controls remain in place.

3.2 Information, Instruction and Training

Management are responsible for ensuring that individuals under their control are fully aware of and competent to undertake all delegated health & safety duties. Employees will receive necessary information, instruction and training to ensure they work safely and have the necessary skills to carry out the job in which they have been employed to do. These needs will be met through induction training for new recruits, general health & safety training for all employees and any other specific health and safety training as deemed necessary. Attendance records will be maintained as evidence that the training has been provided to staff.

3.3 Manual Handling and Lifting

Manual handling operations undertaken by our employees are subject to assessment under the Manual Handling Operations Regulations. Employees who are required to carry out manual handling and lifting operations as a regular part of their work are given basic training on correct lifting and handling techniques. Manual handling risk assessments should also be reviewed regularly to make sure that the precautions are still working. All employees suffering from an acute injury or long term ill health condition, likely to be aggravated by manual handling or lifting, must report this condition immediately to their Line Manager.

3.4 Vehicles and Occupational Road Risk

Employees have a regular place of employment, which is at either the site in Garnethill or the playing fields at Millerston. Any journey to another site on behalf of the College or to the premises of a third party on behalf of the College will be a work journey. St Aloysius will ensure a risk assessment has been carried out covering vehicle related activities within the organisation and that the actions from these assessments are implemented effectively.

3.5 Fire Safety

St Aloysius believes that the correct approach to fire safety is specifically one of fire prevention i.e. to prevent fires breaking out. However, it would be dangerous to assume that fires can never happen. Therefore it is the organisation's intention to ensure that:-

- fire can be detected in a reasonable time and people can be warned reliably;
- people who may be in our buildings can get out quickly and safely;
- staff in our buildings know what to do if there is a fire;
- all premises have suitable and sufficient emergency procedures; and
- there are adequate supplies of firefighting equipment available.

The minimisation of property damage is important but not if it jeopardises the safety of staff or third party. **The safety of life must override all other considerations at all times.**

In accordance with the Fire (Scotland) Act 2005 St Aloysius will ensure that a fire risk assessment is carried out on each site that we operate.

3.6 Young Persons

Under the Management of Health & safety at Work Regulations 1999, an assessment of the risks to young people must be carried out, **before** they start work/work experience. A young person is defined as a person under the age of 18. Young people must be appropriately informed of the risks and the controls in place for their safety.

Heads of Department shall put in place measures to control the risks which will remove them altogether or reduce them to the lowest possible level; and let the parents/guardians of any students (and employees) below minimum school leaving age know the key findings of the risk assessment and the control measures.

It may be possible to use or adapt a general risk assessment for young people doing the same job or work experience. However it is the responsibility of each Head of Department to ensure that any such adapted risk assessment is made specific to the individual young person in his/her department. Heads of Department must not allow the young person to do the work where you find that a significant risk remains in spite of your best efforts to take all reasonable steps to control it.

3.7 New & Expectant Mothers

St Aloysius will assess the risks to all new & expectant mothers within the organisation and will review and update the assessment if this is deemed necessary at the first assessment. We appreciate that many expectant mothers do not wish to disclose their pregnancy until

12 weeks of the pregnancy has passed, however we would strongly encourage any expectant mother to inform us at the earliest possible time to ensure that we can assess the relevant working activities and alter where appropriate.

3.8 Work Equipment

St Aloysius shall comply with all aspects of the Provision and Use of Work Equipment Regulations 1998. The legislation covers work equipment whether St Aloysius owned or whether hired or leased.

It is policy that the use of all work equipment will be assessed. Equipment will be maintained and inspected regularly and a log will be kept up to date. Information and instruction will be provided to the workforce for all work equipment that is to be used.

3.9 Violence

St Aloysius recognises the importance of including appropriate arrangements for dealing with violence in the workplace as an integral part of its health & safety policy. The College will undertake to meet the duties placed on them under the Management of Health & safety at Work Regulations 1999 by ensuring that a system is in place to identify and assess the risks from violence in the workplace.

3.10 Welfare Provisions

It is policy that in each College building, provisions are made for a number of specific requirements relating to the following:

- Ventilation , temperature and lighting;
- Cleanliness and waste materials;
- Room dimensions and space, including workstations ;
- Conditions of floors, traffic routes, doors and gates;
- Falls or falling objects;
- Organisation of traffic routes;
- Sanitary and washing facilities ;
- Drinking water ; and

3.11 Stress

St Aloysius recognises that, whilst a degree of pressure can be a positive force at work, excessive pressure can have a negative effect on health and on performance at work. The organisation is committed to promoting good health at work and to provide suitable support mechanisms for employees suffering from the negative effects of stress. Where members of staff determine that they are suffering from stress, the organisation will work with the individual to assist in the alleviation of or development of coping strategies for the stressors to enable the individual to flourish.

Members of staff are encouraged to refer themselves to their Heads of Department or the Bursar. The College can refer, or individuals can self-refer to the Garnethill Counselling Service to obtain professional assistance. All referrals will be dealt with in confidence.

3.13 Smoking

In accordance with the law, the school buildings are no smoking areas. At present staff are entitled to smoke on the 'campus' however in the interests of promoting good health & wellbeing for the pupils they are asked to use discretion to ensure that they are not highly visible whilst doing so. Smoking is prohibited in vehicles. Drivers of personal cars are free to smoke in their own vehicle unless they are carrying passengers in which case all parties will not be permitted to smoke.

3.14 Office Activities, including use of Display Screen Equipment

Use of display screen equipment by some of our employees is subject to assessment under the Display Screen Equipment Regulations. The use of such equipment may present a risk of injury or ill health as a result of repetitive movements and we are committed to reducing these risks through suitable control measures.

Eye tests are available to all designated users of display screen equipment. We will make a contribution towards a frame and lens of their choice equivalent to the basic cost of a frame and single reflex lens at Specsavers or other similar supplier, to any employee who is identified by such eye test to require them, solely in respect of their use of display screen equipment. Employees must report if they are suffering aches, pains, headaches or any other symptoms, which may be attributable to their use of display screen equipment at work.

3.15 Hazardous Substances

St Aloysius will ensure that no work is carried out which is liable to expose any employees or others to any product, chemical or substance hazardous to health unless a suitable and sufficient assessment of the risks created by that activity and of the steps needed to reduce the risks has been made. Exposure to hazardous products, chemicals or substances will either be prevented or, where this is not reasonably practicable, adequately controlled.

Heads of Department/Line Managers shall maintain a local COSHH register, to establish whether there are substances that are potentially hazardous to health at work, and if so then a written assessment will be required together with an in-depth study of the process/activity. The assessment must be suitable and sufficient and cover the risks created by the work and should identify the steps which need to be taken to control the risks.

Employees will be provided with all necessary, information, instruction and training to protect them from the risks associated with the hazardous substance in use. In particular employees will be expected to follow safe working procedures and safe systems of work including the correct use of any PPE and clothing. Employees must report if they are suffering aches, headaches pains or any other symptoms, which may be attributed to their use of hazardous substances or equipment at work.

3.15 Personal Protective Equipment

We seek, so far as reasonably practicable, to ensure the adequate elimination and control of risks by means other than through the provision of PPE and clothing. However the nature of the operations means that the use of such protection is required in a variety of circumstances. Employees are provided free of charge with PPE and clothing on a personal basis. Employees are instructed in the correct usage and also as necessary, in correct storage and maintenance.

Employees are required to confirm in writing that they have received the various items of PPE required for their job that have been identified as part of the risk assessment process. Employees are reminded that failure to use correctly the PPE / clothing with which they have been provided will result in disciplinary action being taken, such as verbal/written warnings or dismissal for persistent non-compliance.

3.16 First Aid and Medical Attention

Following HSE guidance on risk assessment and first aid provisions and training, St Aloysius will ensure that sufficient numbers of trained persons and equipment are available to deal with accidents and injuries in each location. The College also ensures that there is a Registered School Nurse present on the Garnethill site every day of term time who can provide first aid service for pupils, staff and visitors. The DHS will also be qualified in the provision of first aid at work.

3.17 Accident and Incident Reporting and Investigation

St Aloysius maintains and implements effective accident and incident reporting procedures to ensure immediate notification and investigation requirements are instigated. The prime function of these procedures is to prevent further re-occurrences and to identify and understand the primary and root causes.

St Aloysius incident reporting procedure must be followed and all accident and/or incidents to employees and others affected by St Aloysius operations must be recorded on an accident / incident form. St Aloysius will ensure compliance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). Fatalities, major injuries, notifiable diseases and dangerous occurrences must be reported to the HSE Incident Contact Centre as soon as possible. The nominated person for reporting RIDDOR related incidents is the Depute Head Master or Director of Health and Safety.

3.18 Electricity

This aims to set out the commitment of the organisation to manage the risks of electricity to a high standard and ensuring that the College is fully compliant with the relevant Electrical Safety legislation across the UK. It is policy that in all College locations where a duty of care exists that, as far as is reasonably practicable:

- All fixed electrical installations are installed and maintained in a safe condition;
- All portable electrical appliances are supplied, tested and maintained in a safe condition;
- All persons responsible for checking, inspecting and testing electrical equipment and installations are competent;
- All persons who use electrical appliances can do so safely without risk of harm from electricity and that there will be sufficient resources available to control all risks from electricity.

3.19 Gas

The Gas Safety (Installation and Use) Regulations 1998 require all engineers involved in the installation, inspection, servicing, maintenance and repair of gas appliances to be on the Gas Safe Register™. No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG).

All gas systems must be inspected and certified at least every 12 months by an appropriately qualified Gas Safe Registered Engineer. Gas Safe registered engineers undergo stringent training and are examined to ensure they are competent and qualified to work safely with gas. Although registration is deemed a basic indication of competence, it must be noted that not all engineers are qualified for all gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. Premises must ensure that any contractor engaged to work on gas fittings is Gas Safe registered, and appropriately qualified for the work to be done.

3.20 Asbestos

It is policy that in all College locations where a duty of care exists:

- All reasonably practicable steps will be taken to ensure that employees, pupils and others who may be affected by the work of the College will not be exposed to asbestos;
- So far as is reasonably practicable identify the location, form and type of asbestos in all unit premises will be identified by survey and this information will be provided to any person who could be exposed to hazards;
- Where the identification of asbestos is in doubt sample testing by a UKAS Accredited Laboratory will be carried out;
- No asbestos-based materials will be used in construction or maintenance activities;
- Where work with asbestos does not, nor is likely, to exceed the approved action levels the Contractor must provide minimum requirements and controls that will be identified in the Method Statement and implemented on site;
- Where work with asbestos exceeds, or is likely to exceed, the approved action levels the Contractor must be licensed by the HSE to carry out asbestos work. They must provide minimum requirements and controls that will be identified in the Method Statement and implemented on site;
- Where practicable and where resources are available, asbestos will be removed and replaced with a non-asbestos equivalent;
- All work involving materials containing asbestos will be undertaken in accordance with current legislation, approved codes of practice and guidance notes issued by the Health & safety Executive;
- Employees and other appropriate groups will be consulted before any major works involving the removal of asbestos-based material is undertaken;
- An effective system of vetting and monitoring contractors undertaking work with asbestos will be operated;
- The College will ensure that systems are in place to provide information, instruction or training as appropriate to persons who may be exposed to asbestos; and
- Information held by the organisation in connection with materials containing asbestos in unit premises will be made available to employees, guests and contractors.

3.21 Communication and Consultation

St Aloysius communicates with employees as necessary on Health & safety issues by one or more than the following:

- Written instructions/information by email
- One to one meetings
- Group meetings
- Notice Boards
- Health & Safety Committee meetings

All employees receive a copy of our Health & safety policy and any subsequent amendments along with the specific duties relevant to the employee as per the annexes to this document. Employees are required to sign documentation and / or confirm by email that they have read and understand the policy and the duties it places upon them. Records of this acknowledgement will be kept.

3.22 Contractors & Sub-Contractors

St Aloysius requires the prospective service provider to furnish adequate and appropriate information to indicate their competence to perform the work safely and without risks to health. This may, for example require the contractor or sub-contractor to provide a method statement, supporting risk assessment, certificates of competence of their employees and / or certifications of plant / equipment to be used during the contract.

Contractors and sub-contractors must report to reception and must be met by a designated employee. This person is responsible for ensuring that the contractors are provided with the information and instruction necessary to protect them from the risks arising out of our activities.

3.23 Cleanliness & Storage

We expect all employees/contractors/visitors to work in a safe and tidy manner.

Toilets, washing facilities and drinking areas are provided for comfort and convenience. All staff must ensure that they are kept clean and sanitary and report any concerns immediately.

The housekeeping and hygiene standards of all areas will be monitored to ensure a high standard.

Training on health and safety and hygiene risks will be provided for housekeeping and janitorial staff.

All debris and waste must be disposed of safely and as soon as it is possible. Spillage of any liquids should be cleaned up immediately. Staff should not carry cups of hot liquid in passageways and staircases unless it is contained in appropriate travel containers.

3.24 Waste Disposal

Hazardous waste within the organisation will be managed via the risk assessment process and where necessary a COSHH risk assessment will be carried out. Non-hazardous waste should be disposed of into a skip or appropriate container as soon as practical and should not be allowed to build up and create a hazard.

Sharp debris should be dealt with appropriately before any handling takes place. Clinical waste and sharps from the Medical room and First Aid facilities will be disposed of in clinical waste bags or containers.

3.25 Safe stacking and storage

All materials, products, equipment and debris on our premises should be stored in a manner that does not create or cause a hazard and safe passage should be maintained at all times. Materials should be stored safely when not in use and kept away from doorways and fire exits.

Office, classroom, storage and corridor areas should be inspected regularly to ensure good housekeeping and that problems are identified and rectified promptly. Of particular concern is the storage in any areas that could cause additional risk in the event of a fire. The reduction of this risk must be considered a higher priority than the operational difficulties its removal may create.

3.26 Working at Height

St Aloysius shall comply with all aspects of the Work at Height Regulations 2005. The risk assessment process will identify how the potential work at height risks arise and how they impact on those affected. This information will then be used to make informed decisions on how the identified risks will be managed. All work at height shall be properly planned by a competent person(s).

Work at height will not be carried out where it is reasonably practicable to carry out the work safely otherwise than from height (**AVOID**).

A suitable and sufficient assessment of the risks associated will be carried out with each job task that involves work at height. Steps will be taken to prevent, so far as is reasonably practicable, falls from height (**PREVENT**).

Steps will be taken to mitigate the distance and consequences of a fall where it is not reasonably practicable to prevent a fall (**MITIGATE**).

A Safe System of Work (SSoW) will be produced for each work at height task covering all aspects of the job, including the lead up to the job, the job itself and the necessary tidying up. All employees who are to undertake the task will be informed of the risk assessment findings and are personally responsible for ensuring that they understand and comply with the protective measures.

3.27 Monitoring, Audit and Review of Safety Performance

The effectiveness of the Health and Safety Policy will be monitored in the following ways:

- (a) Via investigation and recording of all incidents by local Line Managers and Heads of Departments to help determine causes, escalate concerns and reduce risk.
- (b) Via referral of all reported incidents to the Depute Head Master / Deputy for routine review. Staff must escalate all serious incidents and occurrences for his immediate attention by email or telephone. These include:
 - Major injury/dangerous occurrence/industrial disease.
 - Lost time accidents (7 days or more).
 - Other serious near miss or significant injury.
- (c) Analysis of all reported accidents and incidents by the Director of Safety Health with a view to;
 - identification of themes
 - reduction of organisational risk
 - consideration of quality of reporting
 - whether any further follow up or investigation is required.
- (d) Via the Health and Safety Committee which will review:
 - Trends and occurrences in accident and incident reports
 - Audit and inspections / action plans
 - Risk assessment activities and concerns
- (e) Employees are reminded that they have a duty to monitor our compliance with health and safety and report immediately to their manager, any defect or safety concern of which they become aware.
- (f) St Aloysius will review our safety performance on a regular basis and draw upon all available information to establish plans for ongoing legislative compliance and improved health and safety risk control.

Policy Owner: S Grant. Approved by H&S Committee 6.11.14

Policy issue date: January 2015

This policy will be annually reviewed by: S Grant