



# STONYHURST

## AMDG

### Health & Safety Guidance Notes

1. Introduction
2. Health & Safety Policy Statement
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#### INTRODUCTION

These notes have been introduced to improve Health & Safety awareness amongst employees. A separate booklet has been prepared for visitors to the campus, pupils, and contractors carrying out work on site.

These notes provide an essential induction to the Stonyhurst College and St Mary's Hall environment and should assist communications at all levels within the College with regard to Health & Safety. They also constitute a useful aide-memoire to the full campus Health & Safety Policy held in the Bursary.

The health and safety notes in the Staff Handbook will be reviewed on a yearly basis and revised by the Health & Safety Management Team.

HEALTH & SAFETY AT WORK ACT 1974

#### CAMPUS SAFETY POLICY

**A full Health & Safety Policy is held in the Bursary.**

##### General Statement

1. The Governors, and through the Governors – the Management (College Headmaster and Head of SMH) of the campus recognise it is their responsibility to ensure the health, safety and welfare at work of all employees and pupils; and that further, a duty of care extends to other persons whilst they are on the premises.
2. It is, therefore, campus policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work and educational hazards including the public so far as they come into contact with the campus.
3. Management recognises that it is their duty:

- to provide and maintain safe and healthy conditions taking account of any statutory problems;
  - to provide instruction and training to enable employees and pupils to perform their work safely and efficiently;
  - to maintain a constant and continuing interest in health and safety matters applicable to the campus activities, in particular by consulting and involving employees or their representatives wherever possible;
  - to provide and maintain, so far as is reasonably practicable, a safe place of work or study and proper access and egress to that place of work or study;
  - to provide and maintain a working and educational environment that is, as far as is reasonably practicable, safe, without risk to health, and adequate as regards facilities and arrangements for welfare at work or study.
4. Employees and pupils equally have a duty to exercise personal responsibility and to do everything to prevent injury to themselves and others:
- by working safely and efficiently;
  - by using the protective equipment provided and by meeting statutory obligations;
  - by reporting incidents that have led or may lead to injury or damage;
  - by adhering to campus procedures, directions and safety instructions for securing a safe work or study place;
  - by assisting in the investigation of incidents with the object of introducing measures to prevent recurrence;
  - by refraining from the wilful misuse or interference with anything provided in the health, safety and welfare and to take reasonable care in any action that might endanger themselves or others.

## **CAMPUS SAFETY**

### **Fire Procedures**

All staff, employees and pupils will be trained in the Fire Procedures detailed in the College Fire Procedures Manual. Frequent evacuation drills will be carried out in the College and St Mary's Hall and these will be recorded together with comments on how the procedures work. All fire-fighting equipment including extinguishers will be inspected during each holiday period and remedial action taken where necessary.

### **Personal Protection**

All departmental heads will issue to their staff or pupils a list of protective clothing which is available and which should be used where necessary. Defects in any of the protective clothing or equipment are to be reported to the departmental head immediately.

### **Campus Safety Rules**

1. Departmental heads will ensure that all staff and pupils are trained in use of machinery, hand tools and, where appropriate, vehicles. No one will be allowed to operate any machinery or hand tool without receiving adequate training. Special regard will be paid to material cutting tools such as circular saws etc and, where necessary, because of insurance

requirements, only named persons will be allowed to operate those machines.

2. Departmental heads will ensure that where toxic substances are used in the work place, all staff and pupils having access to the substances will be fully trained in their use and the safety procedures applicable to them. Full details of regulations under COSHH Regulations 1988 are held in the Bursary and departmental heads should be aware of their contents.
3. All areas of the campus including buildings will be maintained in a clean and tidy condition. Rubbish, rags and waste paper must not be allowed to accumulate and all outside areas near equipment or storage tanks will be kept free of weeds or rubbish.
4. All staff and pupils will be made aware of the necessity for good hygiene and health precautions to be taken within the campus. In particular, the Catering Department will be aware of the conditions for employing food handlers outlined in Annex A. All staff who have responsibility for working on the water system will be made aware of the problems of Legionnaire's Disease. This will apply to the College, St Mary's Hall and Swimming Pool. A pamphlet on Legionnaire's Disease and recommended standards for water systems is available in the Bursar and Finance Directory.
5. All hazards associated with safety, health and hygiene will be reported through departmental heads to the Safety Officer. All accidents will be reported to:
  - Term time, the Health Centre
  - Out of term, the Swimming Pool or Accounts where an accident report book is maintained. The periodical meetings of the Health and Safety Committee will investigate these accidents and take appropriate action where necessary. First aid facilities are available in the College Health Centre and St Mary's Hall Infirmary and when no trained staff are available in these localities, first aid trained staff are employed in the Swimming Pool. The Domestic Bursar is also first aid trained. Staff in charge of activities where accidents may happen, i.e. outdoor pursuits, games, expeditions etc are to be trained in first aid.
6. Before any contractors work within the campus area, they will be made aware of the contents of this document. They will not be allowed to work unless they complete a Contractors Permit to Work and receive the necessary approval. Where work is to take place on roofs or where any hot work is to take place, appropriate permits will also be required. Samples of the permits are attached at Annex A. Copies of the necessary permits will be kept in the Building Manager's Office.
7. Smoking is not permitted by any pupil. Staff and employees may smoke in designated areas. SMOKING IS TOTALLY FORBIDDEN IN ANY LIVING ACCOMMODATION). Ash and cigarette ends should be deposited in metal bins located throughout the campus.

### **Procedures and Practices**

There will be a collective Health and Safety Committee for Stonyhurst College and SMH.

Once every half-term as a minimum, there should be a specific discussion on Health & Safety matters at departmental meetings (academic, pastoral, support staff) under the heading which

must cover **Problems, Ideas, Requests**, (PIR), held during a normal meeting as follows:-

<b>Meeting Forum</b>	<b>Discuss H&amp;S &amp; Security</b>	<b>Responsible for Leading Discussion</b>
Campus Health and Safety Committee Meeting	Problems Ideas Requests, Accident Review Fire Departmental updates Any other business	Mr Finn (Governer)

To assist these half-termly discussions, the attached form has been prepared which should be used to formally record the **Problems, Ideas**, or **Requests** that concern the participants of each meeting and, where it is agreed they should be taken forward, they will be sent onto the Safety Officer with a copy to the Chairman of Health & Safety.

Underpinning all of this, there will be a two-times-a-year Campus meeting under the chairmanship of the Health & Safety Chairman. The suggested participants at this meeting are the Health & Safety Chairman, Senior Nursing Officer, Chair of College teaching staff H&S Committee, Chair of College Support Staff H&S Committee, Chair of SMH H&S Committee, together with the Domestic Bursar. These meetings will have an agenda as follows:-

EXEMPLAR AGENDA

.....**Term Health & Safety Meeting**

- 1 Matters Arising/Chairman's Update
- 2 Review of **PIR** forms (Problems, Ideas, Requests) – [summary circulated prior to the meeting to all participants]
- 3 Review of accidents as reported in each school Accident Book
- 4 Specific up-dates from the Safety Manager
- 5 Specific up-dates from the School on Risk Assessments
- 6 RIDDOR/Near Miss
- 7 Fire Procedures and Systems
- 8 Security
- 9 Any Other Business

***Health, Safety and Security***

**Problems, ideas and request form (PIR)**

**Completed forms to be returned to the Health & Safety Chairman or the Safety Officer.**

Please give a brief description of the situation, any points for discussion, or issues of concern:

Completed by:

Date:

Signature: \_\_\_\_\_

Response or action to be taken:

- |                                  |        |       |
|----------------------------------|--------|-------|
| 1. Discussion by H & S Committee | YES/NO | Date: |
| 2. Risk Assessment               | YES/NO |       |
| 3. Recommendations               | YES/NO |       |
| 4. Implementation                |        | Date: |

Ref Nos:

SIGNED BY:

- All departments will maintain statutory records as required and in particular, the campus will keep records of accidents and dangerous occurrences, inspections, fire drills etc. Stonyhurst College Procedures in the Event of Fire are issued as a separate document
- Full medical treatment facilities are available in the campus Health Centre with the timing of clinics and surgeries for pupils and staff being published on a regular basis. In addition to medically trained staff, an adequate number of First Aiders will be trained to cover all departments.
- Because of its special position, the Science Department of Stonyhurst College has produced its own Safety Policy.

#### Arrangements for the Reporting of Accidents, Dangerous Occurrences and Diseases

It is a recognised responsibility for the management of the Stonyhurst Campus to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) to report accidents, dangerous occurrences and diseases in accordance with the above Regulations.

Should you have any doubts do not hesitate to contact the Safety Officer obtainable on Extension 287.

#### **RISK ASSESSMENT ARRANGEMENTS**

It is a legal requirement to provide written risk assessments for any hazardous activity in some instances, repetition, ongoing work, or maintenance activities, but in others, day-to-day hazards and risks. **Many school trips involving pupils will also need to be risk assessed. See ISI Regulatory Requirements, January 2013, paragraph 82 for guidance.**

It will be the responsibility of each Head of Department to ensure risk assessments are in place and any control measures identified are being fully implemented and renewed on a regular basis.

Review meetings held in the Health and Safety Management Team should monitor and audit the effectiveness and provision of risk assessments throughout the campus.

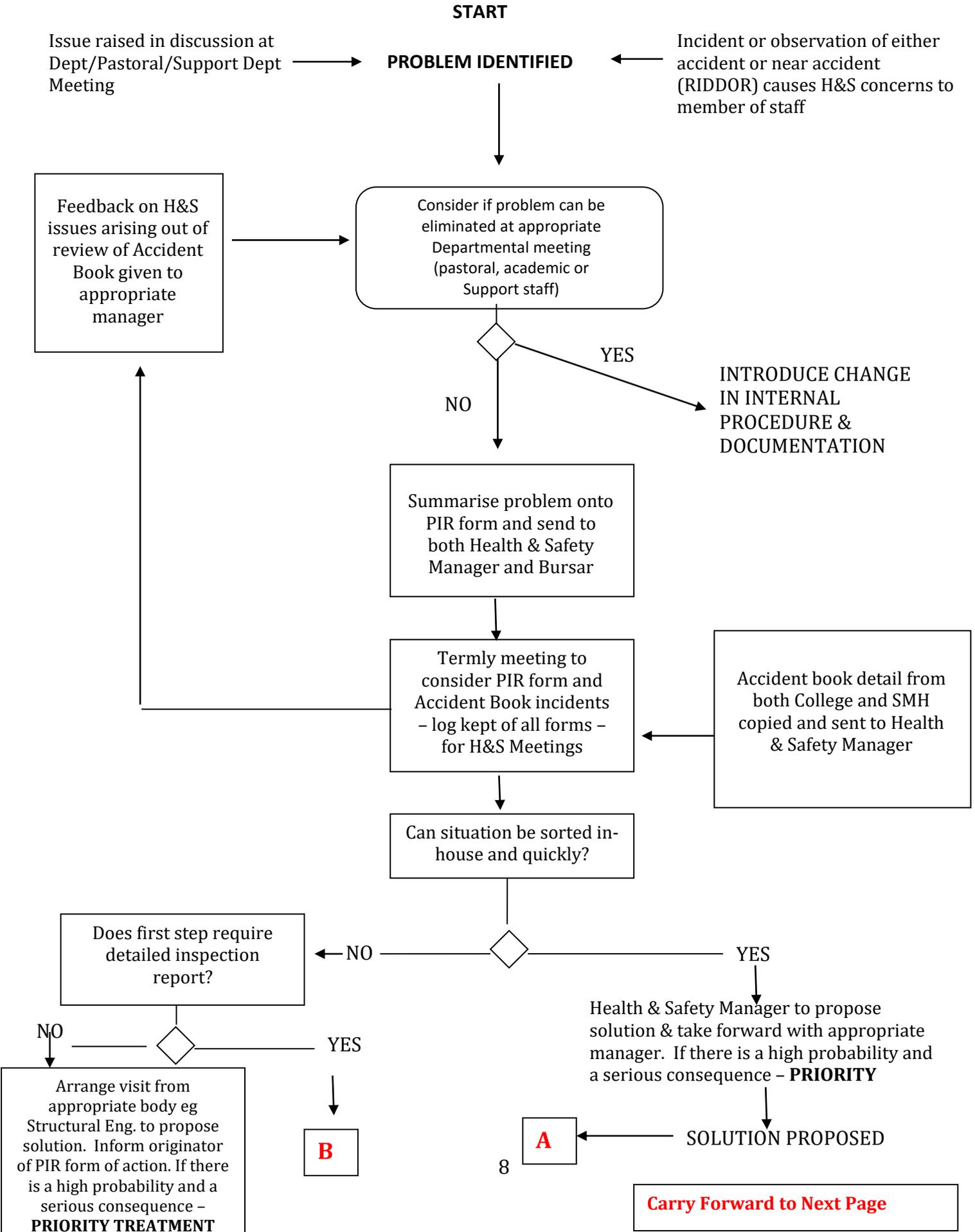
Should you have any queries with regard to the preparation for risk assessments, information can be obtained from the Health and Safety Library found in the Maintenance Office.

The following flowcharts and summary show:

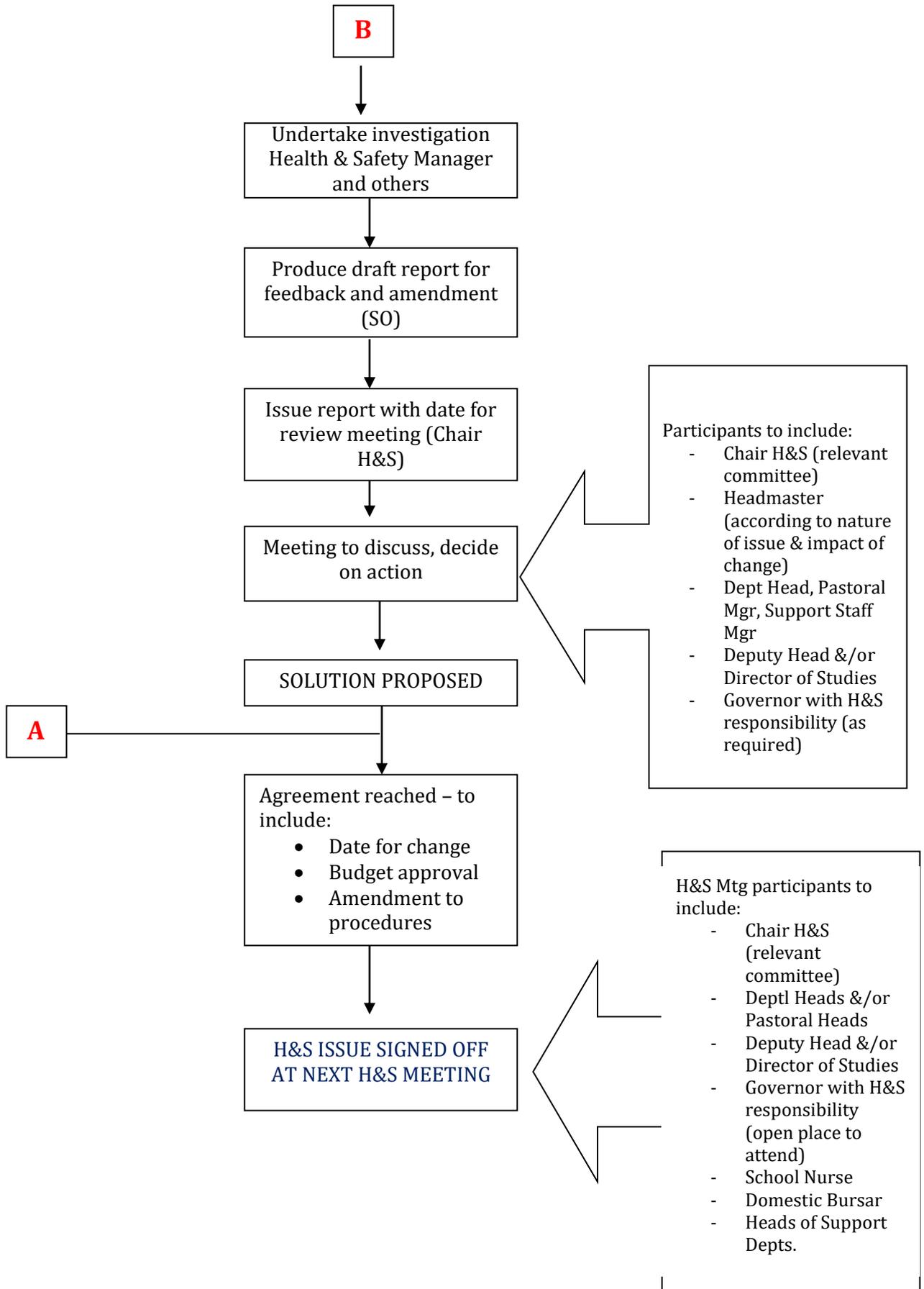
- How every member of staff is involved in the Health and Safety process.
- That the system is 'open' and will consider any concern from any quarter relating to Health and Safety.
- That there is a recording and reporting process that is open to review.

**SEE FLOWCHART ON THE FOLLOWING PAGE**

**All personnel at Stonyhurst have a responsibility for Health & Safety.** This includes responsibility to report any concerns that cannot be solved through their own planning and action.



**Continuation of flow chart on H& S procedures**



## Accessibility Plan 2018 – 2021

(As required by the SENDA 2001 and with reference to Schedule 10 of the Equalities Act 2010)

	Targets	Strategies	Outcome	Timeframe	Goals Achieved
<b>Short Term</b>	Availability of written material in alternative formats on request / as needed.	Alert staff to the availability of services through professional bodies and online facilities for converting written information into alternative formats	If needed / requested, Stonyhurst is able to produce written information in alternative formats	Complete	Disabled pupils and their parents are aware that Stonyhurst is able and willing to provide written material in different formats according to need
	Ditto	Add a reminder to the Stonyhurst website that written material can be provided in alternative formats (e.g. large print, braille) on request	Pupils and parents are aware that this service is available	Complete	Ditto
	Show a willingness always to discuss with parents and pupils and particular needs they may have, and to make special arrangements. This may, for example, include relocation of lessons to more easily accessible classrooms.	On admission, both parents and new members of staff are invited to list any specific adjustments which would help them and which they would like us to consider.	Parents and new members of staff feel that Stonyhurst wants to help and is ready to make any reasonable adjustments within their power.	Ongoing	
<b>Medium Term</b>	Training for teachers in curriculum differentiation to meet the needs of disabled pupils	As and when disabled pupils are admitted to Stonyhurst, staff will be provided with suitable training in meeting the specific needs of the pupils concerned	Staff will understand the specific needs of their pupils and how they can help these to be met. Pupils will have confidence in the willingness and ability of staff to adapt the delivery of the curriculum to their specific needs.	Ongoing	Disabled pupils will have access to the curriculum
	In all routine maintenance and redecoration, keep in mind the potential needs of disabled pupils, both in terms of furnishings and layout, and also of colour schemes and lighting (in the case of pupils with visual impairments).	Discuss with SENCO, HoFs, HoDs and Pastoral Heads.	Teaching areas will, as each is redecorated, become increasingly suitable and accessible to disabled pupils, including those with visual or auditory impairments.	Ongoing	Some adjustments have already been made in the last few years in response to the particular needs of one visually impaired pupils. and a further with a hearing impairment. Further adjustments will be made possible in response to whatever specific needs may arise in future.
<b>Long Term</b>	In all new-build projects at Stonyhurst due consideration will be given to maximising accessibility, within the constraints imposed on Stonyhurst as a Grade 1 listed building. Such projects will normally include lifts and / or wheelchair access, as well as consideration of possible future adjustments in response to specific needs which might arise.	Liaison with architects and builders, also seeking professional specialist advice where necessary. Improved accessibility will be (or is already) factored into the budgets for these projects.	New buildings at Stonyhurst will be ready to welcome disabled people who may wish to be pupils or members of staff at Stonyhurst.	Ongoing	All new buildings at Stonyhurst in the last few years have been designed with disability access in mind. The process is gradual and costly, but is already underway.
	Where possible, and within the constraints of our Grade 1 listed status, give consideration to the gradual improvement of our existing buildings in terms of accessibility. Consideration to be given to installation of lifts, improved lighting and visibility.				

	Give ongoing consideration to those areas where disabled access might mean increased risk in terms of health and safety, for example by ensuring better lighting or physical barriers along the moat.				
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July 2018

Review Date July 2019

## HEALTH AND SAFETY AT STONYHURST

### Initiation, Review, Feedback, Follow-up and Reporting Process.

#### SUMMARY:

1. PIR form raised.
  2. All PIR forms sent to both Chair of the relevant Health & Safety Committee and overall H&S Chairman.
  3. PIR form acknowledged and separate "file" created.
  4. Register of all PIR forms received kept by Chair of Health and Safety Committee.
  5. Memo of response and indication of likely course of action following review of PIR form - sent to person raising form and other connected personnel (copy to file).
  6. Chair of Health and Safety Committee reviews Accident Books (All accidents to be notified to responsible area).
  7. All PIR forms received since previous Health and Safety Meeting - go onto agenda as a discussion item for reporting at the next meeting.
  8. Solutions proposed (from whichever process - outside expert, inspection report, solution outlined by Safety Officer etc) are summarised in memo and/or instructions (copy to file).
  9. At Health and Safety Meeting the following are discussed and opened up for comment:
    - Completed PIR forms and action taken;
    - Uncompleted processes arising out of PIR forms;
    - Actions arising out of Accident Book reviews;
    - Heads of Department report on initiatives, changes, training relating to Health and Safety and problems identified from Risk Assessments;
    - Issues relating to fire procedures and systems;
    - Issues relating to security.
- **Minutes produced and circulated to all present and to Governor allocated responsibility for Health and Safety.**
  - **Annual Health and Safety Report compiled by Chair of Health and Safety Committee for Governors.**
  - **Governor appointed with responsibility for Health and Safety Open Brief to attend any Health and Safety meetings. He/she is also free to attend inspections arising out of Health and Safety process, or raise questions on any aspect of concern or interest in the field of Health and Safety.**

Currently:

Chairman of Health and Safety Committee:	Mr D Finn
Governor with Health and Safety Brief:	Mr D Finn
Chair of College Teaching Staff H&S Committee:	Mr P McBeth
Chair of SMH Health & Safety Committee:	Mr I Murphy
Chair of College Support Staff H&S Committee:	Mr S Marsden