

# St Benedict's Catholic College



## Health & Safety Organisational Structure

	Date	By
Date Reviewed	Autumn 2024	Chris Brown, Business Manager
Date of next Review	Autumn 2027	

## **Introduction**

This document details the responsibilities of various post holders within St Benedict's Catholic College

### **1.1 Governing Body**

The Governing Body has overall responsibility for health and safety

### **1.2 Principal**

The Principal is accountable to the Governing Body for the implementation of the policy and, in discharging that body's overall duty as the employer, has the following responsibilities:

- a) to be committed fully to the Governing Body's statement for health and safety
- b) to ensure that the policy is communicated adequately to all relevant persons
- c) to ensure appropriate information on significant risk activities is given to visitors and contractors
- d) to ensure appropriate consultation arrangements are in place for staff and their trades union representatives
- e) to ensure that all staff are provided with adequate information, instruction and training on health and safety issues
- f) to make or arrange for risk assessments of the premises and working practices to be undertaken
- g) to ensure safe systems of work are in place as identified from risk assessments
- h) to ensure that emergency procedures are in place
- i) to ensure that equipment is inspected and tested to ensure it remains in a safe condition
- j) to ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) to ensure arrangements are in place to monitor premises and performance
- l) to ensure that all accidents are investigated and any remedial actions required are taken or requested
- m) to report to the Governing Body annually on the health and safety performance of the college

### **1.3 College health and safety co-ordinator (Business Manager)**

The Business Manager is responsible for the premises and ensuring appropriate standards of health and safety are maintained. Specific responsibilities include:

- a) supervising caretaking/cleaning and, where appropriate, grounds maintenance staff and monitoring health and safety standards
- b) ensuring such work is carried out safely and without risks to health, ensuring they are provided with relevant health and safety information including the safety policy and codes of practice
- c) ensuring arrangements are in place with regard to fire precautions
- d) maintaining the fire log book
- e) liaising with contractors (catering, cleaning, grounds maintenance and building work) to ensure appropriate 'co-operation' and 'co-ordination' between the college and the contractor as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of or in connection with the operation of the college; to ensure contractors are aware of any special risks to children which might arise out of their work; and to ensure that contractors have a "permit to work" to enable them to carry out their work safely and without danger to others

- f) lettings of college premises to outside organisations
- g) ensuring as manager of the premises budget that premises defects (which affect health and safety) are dealt with or, if this is not possible, for ensuring they are raised with the Principal or the governors' body
- h) to establish a means of communication on health, safety and welfare matters throughout the college
- i) to co-ordinate and manage health and safety in the college, including the risk assessment process
- j) to co-ordinate the general workplace monitoring inspections and any relevant performance monitoring processes
- k) to ensure all appropriate health and safety issues are addressed at senior leadership team level
- l) to prepare an action plan for health and safety (annually or longer term as appropriate)
- m) to make provision for the inspection and maintenance of work equipment throughout the college
- n) to manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with contractors
- o) to advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors
- p) to ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the college generally
- q) to carry out any other functions devolved by the Principal or Governing Body
- r) investigate any accidents that occur
- s) Ensure that health and safety is included, where relevant, as an agenda item at meetings

#### 1.4 **Teaching/non-teaching staff holding positions of special responsibility**

This includes Assistant Principals, subject leaders, support staff and site management. They have the following responsibilities to:

- a) apply the college's health and safety policy to their own department or area of work and be directly responsible to the Principal for the application of health and safety procedures and arrangements
- b) carry out regular health and safety risk assessments of the activities for which they are responsible
- c) ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work
- d) resolve health, safety and welfare problems referred to them, or refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them
- e) carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- f) ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety

#### 1.5 **Class teachers**

Class teachers are expected to:

- a) exercise effective supervision of their students, know the procedures for fire, first aid and other emergencies, and to carry them out

- b) follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant code of practice, if issued, and to ensure that they are applied
- c) give clear oral and written instructions and warnings to students when necessary
- d) follow safe working procedures
- e) require the use of protective clothing and guards where necessary
- f) make recommendations to the Principal or subject leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- g) integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education
- h) avoid introducing personal items of equipment (electrical or mechanical) into the college without prior authorisation
- i) report all accidents, defects, dangerous occurrences and near misses to the Business Manager

#### 1.6 **All employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) comply with the college's health and safety policy and procedures at all times, in particular procedures for fire, first aid and other emergencies
- b) co-operate with college management in complying with relevant health and safety law
- c) use all work equipment and substances in accordance with instruction, training and information received
- d) report to the Business Manager any hazardous situations and defects in equipment found in their work places
- e) report all incidents in line with current incident reporting procedure
- f) wear the required Personal Protective Equipment (PPE) where stated
- g) act in accordance with any specific health and safety training received
- h) inform their line manager of what they consider to be shortcomings in the college's health and safety arrangements
- i) exercise good standards of housekeeping and cleanliness
- j) co-operate with any appointed trade union health and safety representatives
- k) avoid introducing personal items of equipment (electrical or mechanical) into the college without prior authorisation
- l) report all accidents, defects, dangerous occurrences and near misses to the Business Manager

#### 1.7 **Students**

Students, allowing for their age and aptitude, are expected to:

- a) exercise personal responsibility for the health and safety of themselves and others
- b) observe standards of dress consistent with safety and/or hygiene
- c) observe all the health and safety rules of the college and in particular the instructions of staff given in an emergency
- d) use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- e) avoid introducing personal items of equipment (electrical or mechanical) into the college without prior authorisation

## 1.8 **External H&S Consultant**

The External Health & Safety Consultant will be responsible for:

- a) Advising the College on health and safety and statutory compliance
- b) Advising management on their responsibilities for ensuring employees comply with all statutory requirements in health and safety matters
- c) Providing advice on training
- d) Assisting in the preparation of risk assessments and other safety related documentation as required
- e) Advising the College on measures to reduce the risk of injury or ill-health of any person employed by the College or any member of the general public as a result of any work undertaken by the College
- f) Providing advice on the implementation and communication of safe working systems and procedures
- g) Carrying out regular and systematic inspections as instructed by the College to ensure that the Health & Safety policy and relevant statutory requirements are complied with
- h) Reporting any disregard of normal standards of safety
- i) Investigating accidents and other safety related incidents when requested
- j) Promoting good health and safety practice through example