

# **Health and Safety Policy**

**Responsibility for Review:**

COO

**Date of Last Review:**

February 2020

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#### **1.0 Policy statement**

**1.1** This policy covers staff, students, visitors and other users of St Margaret Clitherow Catholic Academy Trust premises. The Trust recognises

and accepts that everyone is entitled to a safe and healthy environment.

Our Mission is to make God known to all through the advancement of the Catholic Faith. Our Vision is to bring joy, hope, opportunity and purpose for our children in an uncertain world, through exemplary Catholic and Christian education, the love of what we do and the courage to make a difference. The Christian values of the Trust and of all our schools are expected to be embedded into the delivery and implementation of this policy in order to advance the vision for all its staff, pupils, local governors and parents.

**1.2** It is the intention of the Trust that all appropriate steps will be taken to continually meet and exceed statutory requirements in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999), recognised codes of practice and guidance notes in establishing a safe and healthy environment.

**1.3** The Trust will strive to reduce the possible risk of accidents and injury to students, staff and visitors. We aim to:

- ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises, including all participants in educational visits
- establish and maintain safe working practices for staff and students
- provide and maintain safe school buildings and safe equipment for use across the Trust

- develop safety awareness, by appropriate training if necessary, amongst staff, students and others who help in school
- formulate and implement effective procedures for use in the event of fire and other emergencies
- investigate accidents and take steps to prevent a re-occurrence

**1.4** All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Students and visitors are expected to follow our rules and procedures. The Trust Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned. **2.0 Scope and purpose**

This policy applies to all statutory employees of St Margaret Clitherow Catholic Academy Trust, contractors, placements, agency staff, visitors and students. **3.0 Roles and responsibilities**

**3.1** All senior roles and those with explicit health and safety functions are expected to act as health and safety leaders creating a positive health

and safety culture. They are responsible for the effective implementation of the Health and Safety Policy.

**3.2** The **Trust Board** have ultimate control of the Trust. They will:

- review the policy set by the Executive and reported through the key performance indicators (KPIs) at governing body meetings
- provide strategic guidance
- monitor and review health and safety issues
- ensure that adequate resources for health and safety are available
- ensure as far as is reasonably practicable a safe environment for all users of the Trust's sites to work, including safe means of entry and exit
- in their critical friend role, maintain an interest in all health and safety matters

**3.3** The **Head of Estates** will:

- review and monitor the effectiveness of the policy
- ensure they are familiar with the requirements of the appropriate legislation and codes of practice
- create and monitor a management structure for health and safety
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Trust and that it is implemented
- keep up to date with new developments in health and safety issues for schools
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- identify and evaluate risks relating to possible accidents and incidents connected with Trust sponsored activities, including work experience
- provide adequate resources (both personnel and finance) to fully deliver the policy
- take steps to ensure plant, equipment and systems of work are safe
- ensure safe arrangements for handling, storage and transportation of articles and substances
- ensure safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and

guidance

- ensure that academies provide adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe
- maintain the premises in a condition that is safe and without significant risk
- provide a working environment that is safe and healthy
- provide adequate welfare facilities for staff and students

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**3.4** The **Head Teacher** of each school is responsible for the day-to-day running of the academy. They will:

- be responsible for the day-to-day implementation of the Health and Safety Policy and will be the designated contact with the health and safety executive lead
- promote a positive, open health and safety culture in school
- report to local governors on key health and safety issues
- seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisors, Head of Estates etc. as and when necessary
- ensure all staff co-operate with the policy
- devise and implement safety procedures
- ensure there is a programme of inspections and that monitoring exists
- ensure a risk assessment schedule is in place and that it is monitored and reviewed
- ensure effective procedures are in place in case of fire and evacuation
- ensure accident and emergency procedures are in place
- ensure practice emergency evacuation and / or invacuation procedures are undertaken three times per academic year, with recorded results
- ensure working conditions take account of statutory and advisory requirements and codes of practice
- ensure relevant staff have access to appropriate training

**3.5** The **Operations and Business Manager** (or equivalent) will support the Head Teacher in their role. They will:

- ensure regular health and safety inspections are undertaken by appropriate personnel and recommendations are acted upon as soon as possible
- ensure regular inspections are carried out
- ensure risk assessments are accurate, suitable and reviewed annually
- deal with any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved
- provide a good example, guidance and support to staff on health and safety issues
- carry out a health and safety induction for all staff and keep records of that induction
- carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- ensure any contractors on site are competent in health and safety matters
- meet with the Campus Manager weekly to ensure any building / grounds issues are addressed in a timely manner

- ensure appropriate provision is made for first aid

**3.6** The **Campus Manager** is responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- ensure that any work that has health and safety implications is prioritised
- report any concerns regarding unresolved hazards in school to the Head of Estates immediately
- ensure that all work under their control is undertaken in a safe manner
- ensure that daily checks are carried out of the grounds and buildings to spot any disrepair or other hazards such as broken glass etc.
- deliver toolbox talks across the Campus relating to COSHH, Safe Use of Stepladders etc.
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- provide safety and protective equipment and clothing, with associated guidance, instruction and supervision
- ensure weekly testing of the fire alarm is undertaken
- ensure all contractors are ‘inducted’ and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working. Contractors must be given the appropriate level of supervision whilst on site
- fully co-operate with health and safety arrangements during larger building projects
- lead on capital projects on behalf of the Head of Estates

**3.7 Staff with management / supervisory responsibilities:**

- all management / supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility
- in addition the general duties that all members of staff have, they will be directly responsible to the Head of Estates for the implementation and operation of the Trust Health and Safety Policy within their relevant departments and areas of responsibility

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- ensure that staff and contractors are applying health and safety regulations, rules, routines and procedures effectively
- responsibilities for aspects of health and safety where, appropriate are written into the job descriptions of the Trust managers
- carry out risk assessments of teaching areas and practices / activities including equipment and substances
- ensure appropriate protective clothing and equipment, including fire equipment and first aid, are provided and readily available in all areas of the academy
- perform regular visual health and safety inspections within their area of responsibility
- management / supervisory staff will take a direct interest in the Health and Safety Policy and in ensuring that staff, students and others comply with its requirements

**3.8 All school staff will:**

- be familiar with the Health and Safety Policy and all safety requirements laid down by the Trust
- ensure that all plant, machinery and equipment within their areas of responsibility are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- report any defects in the premises, plant, equipment and facilities that they observe to the Health and Safety Officer / Campus Manager
- follow the accident reporting procedure
- take an active interest in promoting health and safety and suggest ways of reducing risks
- leave the classroom / areas of work in a reasonably tidy and safe condition
- ensure that students are supervised and advise them on how to use equipment safely

**3.9** In accordance with the school rules and procedures on discipline, **students** will:

- follow safety and hygiene rules intended to protect the health and safety of themselves and others
- follow safety instructions of teaching and support staff, especially in an emergency

**3.10** The Trust competent health and safety adviser is obtained from the **Occupational Safety Team (Bradford Council)**. They will:

- provide advice and guidance to help the Trust fulfil its health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to the HSE where necessary
- advise on and facilitate (when possible) staff safety training
- draft and / or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

### **3.11 Health and Safety Group**

- The Trust will have an overarching Health and Safety Group that will include representation from the Head of Estates, Executive team, Operations and Business Managers and the Occupational Safety Advisor from Bradford Council.
- Each school will endeavour to have a Health and Safety Group comprising of a selection of staff from across high-risk areas led by the Operations and Business Manager. The Health and Safety Group will assist the school in contributing to review, revision and monitoring of health and safety practice and procedures and representing staff on health and safety concerns and queries. The group will report to the Head Teacher and Head of Estates.

## **4.0 Health and safety arrangements**

### **4.1 Accidents, incident and near miss reporting (including violence at work)**

- All accidents to staff, students and visitors must be recorded appropriately, as per the accident reporting procedure.

- The Occupational Safety Team (TBC) are responsible for ensuring RIDDOR reports are submitted to the HSE as appropriate.
- The accident reporting procedure and all the associated guidance can be found on the Council's website:
- A risk assessment has been carried out for violence at work and lone working – separate policies and procedures are in place.
- Investigations must be completed relating to accidents, incidents and near misses and, where applicable statements and photographs taken.

#### **4.2 Administration of medicines**

- Medication is only administered to students when the parental consent form has been completed.
- The medicine will be administered by one nominated member of staff for each student and appropriate records kept.
- Medicines are only administered during school core hours when they are prescribed by a student's GP or other relevant medical professional.
- Medications are kept in a locked secure cupboard.
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of reach of other students.
- The doses administered during the school day are to be kept to the minimum e.g. a course of antibiotics requiring four doses a day – only one dose (lunchtime) will normally need to be administered at school.

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#### **4.3 Asbestos**

- Where appropriate, academies will hold an up to date asbestos management plan that will include an asbestos register and plan.
- All staff must be made aware of the location of any asbestos in school.
- All contractors must sign to say they have seen the register before starting work on site.

#### **4.4 Construction and maintenance work (including control of contractors)**

- Where construction or maintenance work is being carried out on site, Operations and Business Managers and Campus Managers will agree with contractors or service providers that appropriate health and safety plans are in place.
- Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the academy.
- No contractor may undertake work on the school site without a pre-meeting with the Campus Manager other than in an emergency (e.g. fire, flooding) or to make safe following theft / vandalism. The Campus Manager must be satisfied that the contractor understands the potential hazards created or introduced by their work on our premises, including the location of asbestos, has appropriate insurance cover and can work in line with safeguarding procedures. Each contractor must produce documentation relating to insurance, DBS, method statement and risk assessment. Contractors with no DBS, but with documentation to service equipment, must be supervised at all times.
- Where appropriate, work permits will be issued to contractors undertaking high risk works i.e. roof work.
- Contractors or service providers will be aware of the Health and Safety Policy in place at the school and will be required to integrate

the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the school and the contractor, or service provider, before any works commence to confirm specific health, safety and welfare issues applying the works to be carried out.

- In line with the Construction Design and Management (CDM) regulations 2015, the Trust and Head Teacher will appoint and co-operate fully with the principle contractor and principle designer as and when appropriate.

#### **4.5 Control of hazardous substances**

- The use of hazardous substances in school will be kept to minimum.
- The Campus Manager (with appropriate support from senior leaders) will complete a COSHH assessment for all hazardous substances used on site.
- The associated procedures and control measures will be funded and enforced.
- Equipment, materials and hazardous chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers must consider storage life when ordering new supplies. Reference must be made to Control of Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH assessments must be kept in a readily accessible place and saved to Trust database. The Trust will ensure that a suitably qualified employee is appointed as the School's Radiation Protection Supervisor (secondary schools only).

#### **4.5 Display screen equipment**

- All staff using computers, lap tops, tablets on a regular basis and / or as part of their working routines will be required to carry out workstation self-assessments via Trust database.
- Members of staff provided with portable devices (e.g. laptops, tablets) will be issued with the current Trust guidance on their use.

#### **4.6 Educational visits**

- All off site visits will be subject to risk assessment and the advice of the Council's Educational Visits Advisor will be closely followed.
- EVOLVE will be used to ensure effective trip / visit planning including approval
- Risk assessments and up to date safety information must be obtained from external activity providers and contractors i.e. coach, minibus, taxis.

#### **4.7 Fire safety management**

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to staff. These procedures will include:

- a separate fire safety policy and risk assessment policy has been produced <sup>6</sup>
- fire risk assessments will be completed initially at each school and then reviewed on a regular basis e.g. annually or if it is believed to be no longer valid or if there has been a significant change in circumstances or following an incident
- fire exits have appropriate signage
- plans showing exit routes are prominently displayed in all teaching rooms, offices and curriculum areas
- all staff and students must be fully conversant with the procedures and evacuation / invacuation of the premises in case of a fire / bomb / other threat
- a fire drill is practiced and documented three times per academic year by the Campus

#### **Manager**

- evacuation times and any issues which arise are reported to the Principals
- key staff will receive Fire Marshall training as appropriate
- all firefighting equipment, including alarms and emergency lighting, will be checked annually by an approved contractor and records maintained
- weekly fire alarm tests will be carried out with the building occupied under normal conditions and records maintained

#### **4.8 First aid provision**

- The Trust arranges first aid training for staff including paediatric first aid.
- The Trust has carried out a first aid risk assessment to ascertain the required number of first aiders and the location /number of first aid kits.
- First aid kits are held at various locations throughout the individual academies within the Trust and are regularly checked.
- Portable first aid kits are taken on educational visits.
- A qualified first aider will be present on educational visits where the level of risk has been identified as requiring a qualified first aider to be present.
- Defibrillators are located at some of the academies within the Trust and registered with the NHS.

#### **4.9 Food technology**

- Cooking equipment, including ovens and hobs, will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the students concerned.
- Close supervision will be appropriate for riskier parts of the cooking process i.e. taking food in or out of hot ovens.

#### **4.10 Health and wellbeing (staff and students)**

- The Trust staff are referred to an independent Employee Health and Wellbeing Service as outlined in the Trust's Staff welfare Policies.
- The Trust procedures for new and expectant mothers will be followed, including carrying out a Pregnancy Risk Assessment. Managers have a duty of care post birth date too and the risk assessment must extend into that period of time dependent upon individual requirements.
- Sensible, safe behaviour will be promoted to students by all members of staff.
- Dangerous or risky behaviour displayed by students will be addressed and dealt within the school rules.
- Students will only be allowed into, or stay in, classrooms under adult supervision.
- Appropriate supervision of cloakroom and toilet access will be in place at busy times as appropriate.
- It is the policy of the Trust to encourage students to adopt eating habits that are conducive to a healthy lifestyle; to this end, the Trust works with the catering teams on site to ensure menu options support these aims. Food provided will be safe to eat and in line with food safety legislation and standards.
- All catering employees, whether in-house or by a third party provider, will be provided with information and training necessary to enable them to perform their tasks in a hygienic manner so that the safety and quality of the food they serve is not put at risk.

#### **4.11 Housekeeping**

- The Operations and Business Managers has overall responsibility for cleaning standards. The standard required is laid down in the cleaning specification. Special consideration is given to hygiene areas.
- The Campus Managers will monitor the efficiency of the waste collection service. Separate provision for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse is made by the Campus Manager, school nurse and science department as required.
- The tidiness of all parts of the school must not compromise health and safety particularly with regards to slips, trips and falls and safe access and egress.

#### **4.12 Legionella**

- Where appropriate, the estates team undertake temperature monitoring as part of the legionella testing, as required. Flushing is completed where there is limited use and widespread flushing is completed during the holiday periods.

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- Water tanks are tested for Legionella by approved contractors.
- Approved contractors provide advice and assist with the preparation of the Trust's legionella risk assessments and also sample water as per the risk assessment.

#### **4.13 Manual handling**

- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift students safely
- Risk assessments / management processes are in place for manual handling and relate to estate services, science, DT etc.
- Students and staff must only lift equipment and furniture within their own individual capability.

#### **4.14 Plant and equipment (including inspection and testing)**

- The following equipment will be part of a documented programme of planned inspections by approved inspectors or an appropriately trained member of staff:
  - heating boilers – gas safe certificates
  - legionella (hot water temps, holding tanks, shower heads)
  - fire alarm system – main system, emergency lighting, smoke / heat detectors, call points, fire door release mechanisms
  - fire extinguishers / blankets
  - burglar alarms
  - portable electrical equipment
  - mobile elevating work platforms (MEWPS)
  - passenger lifts and hoists for disabled persons
  - sports equipment – climbing wall / trampoline, horse, fixed gymnasium equipment
  - five year electrical test – note: the duration between tests is not always 5 years dependent on the state of the system being checked
    - and it can be from months to 5 years dependent on the electrician's findings
  - minibus – MOT, service and weekly visual checks
  - mowers – servicing

- autoclave
- radiation storage unit
- kitchen and classroom appliances – gas safe certificate
- drinking water dispensers
- fume cupboards and other extraction systems - all electrical appliances
- workshop equipment, e.g. lathes, kilns
- ladders
- Protective clothing / gloves / masks / helmets and suitable footwear must be provided and used by technicians and estates staff, when required.
- Staff and students must be provided with, and use, protective glasses / eye shields in all workshops and laboratories.
- Visitors must be provided with protective clothing, as appropriate.
- Contractors are expected to provide their own PPE.
- Students and staff operating machinery must have received instruction and training prior to use. Training for staff must be updated every three years and appropriate risk assessments undertaken, where appropriate.
- When new equipment is purchased, it is the responsibility of the Head of Department, with assistance from the Health and Safety Officer at each site as necessary, to ensure that it meets appropriate educational standards and that its installation and use confirms to Health and Safety requirements

#### **4.14 Playground equipment**

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained.
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.
- Annual inspection of PE equipment is completed by a competent person.

#### **4.15 Playground supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

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#### **4.16 Risk management / assessments**

- Controls to eliminate or manage risk are in place by way of risk assessments.
- The Trust maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; educational visits and the running of the school buildings and grounds.
- They are all available on the Trust's Trust database for staff to inspect and refer to as necessary.
- The leadership team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for educational trips which must be reviewed each time the visit takes place).

#### **4.17 Security**

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings must only be used in the event of emergencies, or as access to the playground as appropriate, but must be kept secure at all times.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.
- Staff will be required to wear their identification badges at all times and, if safe to do so, must be visible at all times.

#### **4.18 Slips, trips and falls on the level**

- The potential for slips, trips and falls in school has been risk assessed and appropriate controls have been put in place.
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

#### **4.19 Snow and ice**

- A plan has been produced outlining the main pedestrian routes that the estates site staff will strive to keep open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear, the Head Teacher is informed immediately and this information contributes to any decision to close the academy.

#### **4.20 Stress at work**

- Proactive – the Trust templates for stress risk assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced.
- Reactive – individuals who are identified to be suffering from excessive levels of stress (created by work or personal issues) are supported in accordance with the Trust's welfare policies and, if necessary, by accessing an employee health and wellbeing service.

#### **4.21 Training**

- Health and safety training needs are assessed as part of an individual's annual performance appraisal.
- Training needs may also be identified as part of a risk assessment process.
- Role specific training needs are identified and, where applicable certified; and in-house training is arranged.

#### **4.22 Visitors to individual school sites**

- In line with visitor procedures for safeguarding, all visitors to academies must sign-in at the main reception and show a form of identification such as a passport or driving license. Visitors without identification must be met at reception by the member of staff they are visiting.
- Visitors must be collected from main reception by the member of staff concerned or escorted to the appropriate area of the academy.
- Visitors attending open evenings, performances and other similar events should not sign-in or show identification as such events are low risk and visitors will not be left unsupervised with students as there are lots of adults in attendance.
- Hirers of school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking. For further details refer to the Lettings

Policy.

- Whilst on site, all visitors and contractors must wear an school visitors badge which must be visible. Temporary teaching staff on cover duties will be required to indicate their presence and sign-in at the main reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the main reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the main reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the main reception for a '999' call may be quicker than using the internal telephone system. Please also refer to the academy's lockdown procedures.

#### **4.23 Working at height**

- Working at heights risk assessments have been completed for the Trust.
- Appropriate record keeping and safe systems of work are accessible via Trust database.
- All estate staff, who undertake working at heights, receive certified training, as appropriate.
- Teaching, and other staff who assist in putting up displays in school, have been given appropriate in-house training and advised they must:
  - use appropriate access equipment e.g. step ladders, kick stools etc.
  - wear flat shoes whilst putting up displays
  - not climb on furniture to put up displays

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### **5.0 Monitoring, evaluation and review**

**5.1** The Trust will review this policy annually and assess its implementation and effectiveness.

**5.2** School Head Teachers and the Head of Estates will ensure a schedule of health and safety management is in place to assist the school in

meeting its duties as an employer. This may include:

- schedule of hazard identification and risk assessment
- inspections
- direct observations of staff compliance
- managerial reports termly / annually, as appropriate
- surveys
- investigations of good practices / incidents / documents
- record keeping information are supervised at all times

