

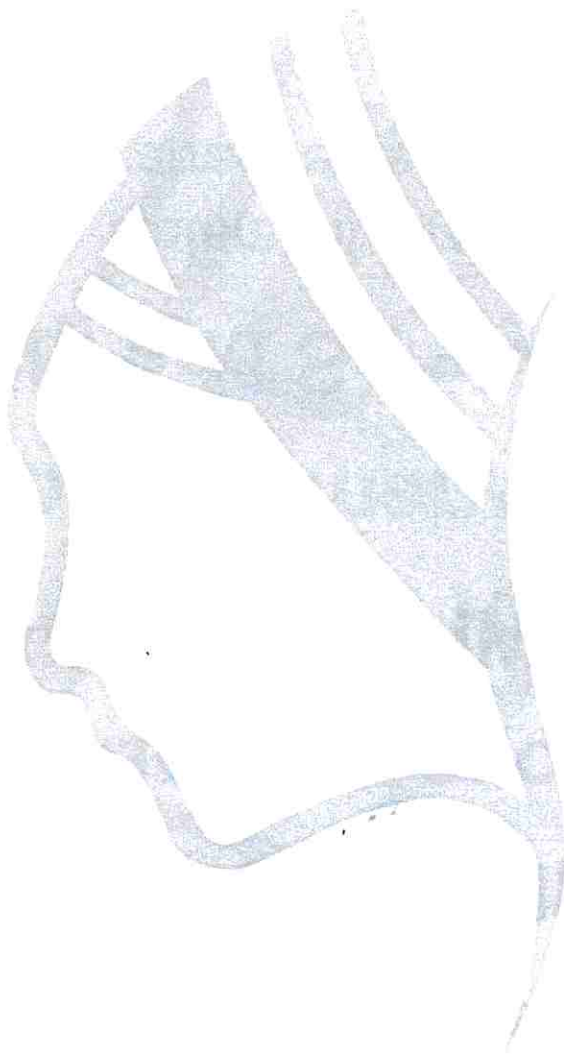


ST TERESA
of **CALCUTTA**
Catholic Academy Trust

St. Michael's Roman Catholic Primary School

Health and Safety Policy

(Including, statement, organisation and
arrangements)



Policy Level	Trust/Statutory	Ref No	HS02
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This document has been developed for all schools in the Trust to read, adapt, implement and communicate to staff. The relevant sections in orange must be completed to ensure the Policy is fit for purpose and relevant to each school.



Trust Introduction and Guidance to Complete this Policy Template:

As a responsible employer, Saint Teresa of Calcutta Catholic Academy Trust (STOCCAT) considers that the health, safety and welfare of all its employees, contractors, students, and others working, visiting and studying on its premises and outside those premises on associated activities to be of utmost importance. We develop our processes and procedures by following the Health & Safety at Work etc. Act 1974, associated Regulations and relevant Approved Codes of Practice.

This policy template helps schools to fulfil the Trusts commitment to health and safety (H&S) merging these requirements into the schools operating procedures.

Each school in the trust must:

- Sign off its own local policy statement (attached as section 2), they will also
- Review and adopt the organisation responsibilities, making tweaks as needed to roles, but ensuring tasks are moved to other responsible staff **and not removed** (attached as section 3).
- Complete and adapt (the trust's Arrangements document demonstrating how H&S is managed across their site (attached as section 3)

Once completed, schools should follow their consultation process and share the document with their Local Governing body.

The full policy is then shared with all staff on induction, be placed in a readily accessible place and communicated to all staff annually or when the policy is updated.



1. Individual H&S Policy Statement for Schools:

The Headteacher of St. Michael's recognises their responsibilities under the Health and Safety at Work Act. I understand and want to ensure that the school is as safe as possible for all those who visit the site. For example our staff, students, visitors, contractors etc.).

I and the staff in school endorse and will follow the Trusts overarching H&S statement. In doing so the Headteacher and governors are committed to

- a) Ensuring nominated staff complete their health and safety duties and responsibilities.
- b) Reducing accidents and work-related ill health as far as reasonably practicable.
- c) Ensuring compliance with statutory requirements as a minimum standard.
- d) Assessing and controlling risks from work activities on and off the premises.
- e) Providing a safe, healthy and secure working and learning environment for staff, students, visitors and contractors.
- f) Ensuring safe working methods and providing and maintaining safe work equipment.
- g) Providing appropriate H&S information, instruction, supervision and training.
- h) Consulting with employees on H&S matters.
- i) Monitoring and reviewing our risk assessments and control measures to ensure that they are effective.
- j) Setting targets and objectives to develop a culture of continuous improvement
- k) Ensuring adequate welfare facilities exist for all.
- l) Ensuring adequate resources are made available for effective H&S management.
- m) Learning from our own H&S experiences and sharing learning opportunities with others, and implementing control measures where appropriate.
- n) Selecting and engaging competent contractors who will work safely.
- o) Providing adequate first aid cover and occupational health support.
- p) Keeping the H&S of pupils to the highest standards

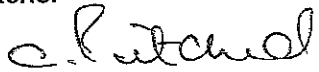
All employees must follow instructions to ensure the maintenance of high standards of H&S in all school activities. This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are set out in the Arrangements section.

Signed Headteacher



Trish Grogan

Chair of LGB



Colette Pritchard

Date 9.11.2023



2. Organising for H&S (Trust and School Roles):

The Duties of the Trust Board includes the following:

- To ensure H&S is an agenda item on relevant committees/meetings.
- To regularly review and ratify the Health and Safety Policy for the Trust.
- To request information to help them monitor both compliance with, as well as the effectiveness of, this policy and local school arrangements.
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy and local school arrangements.
- To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- To confirm all schools which are part of STOCCAT have a separate school specific health and safety policy
- To lead by example setting health and safety standards across the Trust

3. Chief Senior Executive's Leader Responsibilities:

- The CSEL has overall responsibility as the Senior Responsible Officer (SRO) for health and safety within the Trust and for achieving the principles and objectives outlined in the Trust's Health and Safety Policy. They are supported by the Chief Operating Officer to:
- Inform and advise the Trust board of the resources required, and in place to comply with statutory requirements.
- Ensure that arrangements for the monitoring, and audit of health and safety are in place across the Trust's schools.
- Ensure an annual report to the Trust Board on health and safety including which includes Trust and school performance.
- Ensure schools work to, eliminate accident, incident and ill health potential, as far as is reasonably practicable.
- Ensure that Headteachers know and understand their individual responsibilities regarding health and safety, and that this is reviewed and challenged as needed
- Ensure adequate communication and consultation between managers, any specialist advisers, employees and employees' representatives on health and safety matters.
- Ensure there is Competent health and safety advice/support for the schools across the Trust.
- Ensure that each school provides the correct level and standard of training to meet all aspects of health and safety.
- Create a positive health and safety culture across the Trust.

4. Chief Operating Officer (COO):

- The Chief Operating Officer supports the CSEL in achieving the principles and objectives of the Trust's Health and Safety Policy as identified above and specifically
- Will be the executive leader who chairs the trust health and safety strategic meetings with support from the Health Safety and Compliance Manager.
- Will manage the strategic safety of school buildings and major works programme with support from building specialists
- Will communicate expectations for H&S compliance with senior leaders (Trust level, school level).
- Line Manage the Health Safety and Compliance Manager supporting them in the development and introduction of a simple and effective, but robust, health and safety management framework.
- Furthermore, they will (with support from the Health Safety and Compliance Manager and Estates professionals where relevant)



- Ensure that there are effective policies and procedures, infrastructure for the provision of health & safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.
- Ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- Ensure that there is provision of adequate training, information, instruction and supervision as far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently.
- Ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to school sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.
- Ensure that there are safe arrangements for the handling, storage and transportation of articles and substances.
- Ensure that at each school site an appropriate, competent member of staff is identified to co-ordinate and lead on health & safety matters.
- Be responsible for supporting compliance with all health & safety legislation affecting the operations and activities of the central team.
- Ensure that arrangements for the monitoring and audit of health & safety are in place across all academy sites.
- Provide the trust board with an annual report on all matters affecting health & safety.
- Ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.
- Ensure that the Trust's Health & Safety Policy & procedures are reviewed

5. The Trust Health, Safety and Compliance Manager shall:

- Hold CMIOH status.
- Be responsible to the COO, acting as the focal point for day to day H&S enquires or emerging/important issues on a school site. Providing advice or guidance as needed.
- Monitoring standards of health and safety matters as needed.
- Obtaining specialist advice on health and safety matters when required.
- Monitoring, investigating and acting where appropriate on issues of note.
- Reviewing information of accidents and hazardous situations. Escalating matters as needed to the COO.
- Reporting events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR).
- Developing, implementing and reviewing health and safety arrangements.
- Providing information and training on request and within their competence.
- Reviewing, advising on, approving/processing adventurous or residential trips and visits for schools using the Trust EVOLVE system.
- Monitoring compliance with the Management of Health and Safety at Work Regulations and other relevant legislation and associated codes of practice.

Health, Safety and Compliance Manager shall have the delegated authority to order the immediate cessation of any activity which they consider poses an unacceptable risk to the health or safety of employees or others. In such a case they will make an immediate report to the Trust and the Head Teacher.



6. The Headteacher (with support from the SLT) will:

- Amend and develop and approve the local H&S policy and for the school.
- Adopt the Trust "topic specific" health and safety amending relevant sections as needed.
- Ensure all policies and procedures are communicated to school staff and contractors as needed.
- Ensure staff understand their H&S responsibilities under the policy and associated procedures.
- Confirm appropriate training is put in place to help staff complete their roles.
- Identify person(s) who will act as H&S co Ordinator on the school site, these persons will support the Headteacher in the development and management of the schools H&S procedures and processes. Working alongside and liaising with the Trust Health, Safety and Compliance Manager. **(if a coordinator is not identified the role defaults to the headteacher)**
- Ensure adequate accident and incident reporting processes are in place and appropriate investigations take place.
- Ensure findings from investigations are implemented.
- Ensure appropriate defect and maintenance reporting processes are in place.
- Ensure risk assessments are in place for significant risks across site.
- Ensure all statutory compliance work is undertaken for the school and servicing and maintenance is completed in a timely manner.
- Undertake regular site inspections with the site supervisor/caretaker to ensure it is safe and secure.
- Raise with the Trust any serious issues and seek support where appropriate for advice and guidance on H&S matters.
- Ensure appropriate procedures are in place to confirm visitors, volunteers including work placements and contractors are aware of, and abide by, the school/trust H&S policy and procedures.
- Ensure the school has a trained Educational Visits Co Ordinator (EVC).
- Ensure Heads of Department in high-risk areas develop their own policy and procedures to manage safety in their area of responsibility.
- Delegate appropriate tasks to the Business Managers, the site supervisor/caretaker and engage suitable contractors where appropriate.
- **Ensure staff are aware they must not bring their own equipment or substances onto school site without written approval. Or**
- **Ensure staff are aware they must not bring their own equipment or substances onto school site (strongly advised by the Trust)**
- Ensure sufficient first aid cover is in place and a first aid risk assessment completed.
- Liaise with, seek guidance from, the Trust Health, Safety and Compliance Manager as needed.
- Demonstrate a visible commitment to health and safety at all times, offering guidance and support to staff on H&S issues.

7. Each Headteacher will appoint: A School Health & Safety Lead (s)

Office Manager is the schools a school health & safety lead. They will

- Be the main point point of contact for health and safety matters, for monitoring and reporting, and for liaison with the Trust Health Safety and Compliance Manager.
- Send requests to other staff requesting H&S updates



- Task/remind staff (alongside the headteacher) to complete their main H&S duties. For example the need to develop policies and risk assessments, the need to provide inductions, confirming accident reports are being completed, confirming H&S training is taking place.
- Be the focal point for requests for support from the Trust Health, Safety and Compliance Manager

8. The onsite Business Managers / Office Manager will:

- Support the headteacher in all onsite H&S matters.
- Investigate accident / incidents, escalate possible RIDDORs to the Trust and identify trends.
- Ensure relevant H&S policies and procedures are in place.
- Ensure staff H&S inductions are completed and recorded.
- Ensure the H&S law poster is displayed with up-to-date information.
- Complete management reviews on the compliance / site inspection checks completed by the site manager/caretaker.
- Alongside the lead first aider, ensure first aid equipment is stocked and AEDs working correctly and accessories in date.
- Liaise with the schools H&S Practitioner.
- 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.
- Carry out a H&S induction for all staff and keep records of that induction.
- Ensure any contractors on site are competent in H&S matters.
- Coordinate H&S training for school staff.
- Liaise with, seek guidance from, the Trust Health, Safety and Compliance Manager as needed.
- Demonstrate a visible commitment to health and safety at all times, offering guidance and support to staff on H&S issues.

9. Site Managers/Caretakers will:

- Ensure the site is safe and secure at all times.
- Ensure there are safe means of access and egress and these are clear of obstructions at all times.
- Ensure contractors see and sign for the asbestos register before undertaking work.
- Ensure the school is free of slip/trip hazards and adequate welfare facilities are provided.
- Ensure they operate safe working arrangements when undertaking maintenance tasks.
- Monitor contractors whilst on site and ensure they are working safely.
- Ensure adequate fire safety arrangements are implemented.
- Ensure regular testing and maintenance of fire equipment, doors, alarms, call points, emergency lighting is undertaken and recorded.
- Ensure all statutory compliance is recorded and records held for review. including asbestos management and legionella, electrical systems, glazing, trees, play equipment, etc.
- Take responsibility for acting on reports of defects and maintenance escalating any action that cannot be completed to the Business Manager/Headteacher.
- Conduct regular site inspections both daily/weekly alone and termly with the Headteacher or relevant senior leader to identify, record and act upon any issues needing attention.



- Ensure COSHH procedures are followed at all times and stored appropriately
- Keep records of checks completed and action taken ready for review by the business Manager, Headteacher or Trust Health, Safety and Compliance Manager.
- Take part in relevant training and development.
- Complete risk assessments for the areas they are tasked with keeping safe (internal and external), their activities and any other significant risks they are responsible for as part of their role in school.

10. Heads of Department, Senior Technicians and line managers are responsible for:

Implementing the H&S policy within the work activities/area under their control.

In particular they will:

- Develop H&S guidelines and departmental H&S policy for high-risk areas (they may wish to use templates provided by CLEAPSS or AFpE for example)
- Ensure their guidelines, risk assessments and procedures are shared with all those in their department who could be harmed by the equipment, substances, or activities.
- Ensure activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensure any staff they line manage have completed a H&S induction and a department induction.
- Ensure any curriculum specific H&S training is completed by staff and that staff are adequately instructed and supervised.
- Ensure that all equipment is maintained and safe for use.
- Complete termly inspections of their work area to ensure it is fit for purpose and free of hazards.
- Ensure any hazards relating to their work area are communicated to the Business Manager and headteacher.
- Ensure first aid equipment near their work area covers any foreseeable injuries in their work area.
- Ensure accidents in their area of responsibility are reported and investigated. If needed escalated to the Trust to RIDDOR report.
- Ensure that, if H&S advice is needed from the Trust Health Safety and Compliance Manager they request her support via the Business Manager, Office Manager or Headteacher.
- Speak to the Headteacher if they need any technical H&S training to complete their subject. E.g. via CLEAPSS.

11. Teachers are responsible for:

At all times, for the safety of students in classrooms, laboratories, workshops and learning activities including sports, trips and co-curricular. In particular they are responsible for:

- Knowing the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Exercising effective supervision of students and ensuring students are aware of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.



- Giving clear instructions and warnings.
- Ensuring that coats, bags, cases etc. are safely stowed away, that fire escape routes are kept clear at all times and not obstructed, and that fire doors are not held open.
- Following safe working procedures
- Always using appropriate protective clothing and guards and special safe working procedures when appropriate or required.
- Ensuring that all accidents/incidents (including 'near-misses') occurring in the class and/or during an activity are recorded and investigated.
- Ensure that, if H&S advice is needed from the Trust Health Safety and Compliance Manager they request her support via the Business Manager, Office Manager or Headteacher.

12. All other school staff: (Office staff, support staff, cleaners/kitchen staff)

It is the responsibility of all employees and volunteers to:

- Take reasonable care of their own H&S and that of all persons who could be affected by their acts or omissions at work.
- Ensure they follow risk assessments and procedures relevant to their role.
- Co-operate with line managers so far as it is necessary to enable them to work safely.
- Use work equipment provided correctly in accordance with instructions and training.
- Inform their line managers of any matters that could pose a H&S risk.
- Report any accidents/incidents (including a 'near-miss') which occurs at work.

13. Contractors:

It is the responsibility of contractors and their employees to:

- comply with the School's Health & Safety Policy, Safe System of Work and local procedures
- abide by relevant Codes of Practice for their trade or discipline
- report any accidents or dangerous occurrences to the office staff

14. Pupils will:

- Follow safety and hygiene rules intended to protect the H&S of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Reporting any H&S hazards they notice to a member of staff as soon as possible.

