

HEALTH AND SAFETY POLICY



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Approved by	CEO
Purpose of policy	This policy sets out the Trust's policy regarding the health, safety and welfare of employees, pupils and other people using the Trust's premises or engaged on Trust activity away from its premises
Author	CFOO
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This policy will be published on the Trust's website

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1 **PURPOSE**

1.1 This Policy aims to ensure that:

- a) The Trust provides and maintains safe workplaces and safe working practices and systems
- b) There is clarity in terms of the responsibilities of its employees at all levels
- c) There is appropriate information, communication, consultation, instruction and training on health and safety matters
- d) There is co-operation with other organisations (eg other schools, Diocese) in relation to Health and Safety

2 **OVERVIEW**

- 2.1 The Executive recognises its responsibilities under the Health & Safety at Work Act 1974 to ensure, as far as possible, the health, safety and welfare of all persons affected by its activity.
- 2.2 This Policy will not prevent all accidents nor itself ensure the healthy and safe working conditions. It aims to mitigate the risk of accidents by adopting safe methods of work and good practice by every individual to maximise everyone's personal health and safety.
- 2.3 The Trust will take all reasonable steps to identify and reduce hazards to a minimum but encourages everyone to appreciate that their own safety and that of others is also dependent on their personal conduct and vigilance.
- 2.4 The Trust expects all staff to comply with this Policy.
- 2.5 The Trust will review the Policy annually to ensure it is kept up to date with current legislation and best practice and amended accordingly.
- 2.6 The Trust will review the effectiveness of the Policy annually to ensure the health and safety arrangements are being implemented in all schools and that responsible staff are carrying out their duties in accordance with it.
- 2.7 The Trust's Statement of Intent relating to Health and Safety (Appendix 1) will be clearly displayed in all staffrooms, main reception areas and on the Trust's and individual school websites.

3 **Roles and Responsibilities**

3.1 **The Executive Committee is responsible for:-**

- (a) The strategic leadership of health and safety issues across the Trust and ensure there is a written policy statement (this policy) which aims to promote the health, safety and welfare of staff, pupils and visitors to its premises.
- (b) Ensuring health and safety responsibilities are allocated to specific job roles and that people occupying those roles are informed of their responsibilities and have sufficient experience, knowledge and training to perform their duties effectively.
- (c) Ensuring Executive decisions reflect the Trust's Health and Safety intentions set out in the Statement of Intent.
- (d) Receiving and considering a consolidated annual report on Health and Safety issues.

- (e) Ensuring the Policy, and its effectiveness, is reviewed annually.

3.2 The Trust's Chief Executive is responsible for:-

- (a) The operational leadership of health and safety matters across the Trust by ensuring there are defined policies and procedures to satisfy the Management of Health and Safety regulations.
- (b) Ensuring the Policy is consulted upon with staff and their representatives
- (c) Ensuring all schools make appropriate provision in their budgets to meet their statutory health and safety obligations.
- (d) Ensuring Heads and other staff with Health and Safety responsibilities have access to the necessary support and advice, including legislation updates.
- (e) Arranging the regular review of the Health and Safety and Fire Safety arrangements across the Trust by way of independent inspection.
- (f) Ensuring reports are presented to the Executive on significant health and safety issues, outcomes of investigation following accidents or near misses, and action plans to resolve previous issues.
- (g) Presenting a consolidated annual review of Health and Safety issues to the Executive Committee.

3.3 The Local Governing Body is responsible for:-

- (a) Monitoring Health and Safety compliance and challenging the Academy to ensure good practice is followed.
- (b) Receiving reports from the annual Fire Risk Assessment and the annual Health and Safety Inspection and, if applicable, interim audit reviews.
- (c) Receiving reports from the Head about any significant failures and outcomes of investigations following an accident or near miss, and any other health and safety issues.
- (d) Ensuring that health and safety issues arising from these reports (b) and (c) feature in budget deliberations and appropriate provision is made in the draft budget to be recommended to the Finance & Resources Committee for approval.

3.4 The Head is responsible for:-

- (a) Ensuring the Policy is effectively implemented in their Academy.
- (b) Ensuring the Policy is communicated to all relevant persons in their Academy and appropriate information on significant risks is provided to visitors and contractors.
- (c) Ensuring that risk assessments on the premises and working practices are undertaken on a regular basis,
- (d) Ensuring all machinery and equipment is inspected and tested to ensure it remains in a safe condition (eg PAT testing of all electrical devices).
- (e) Ensuring serious incidents are appropriately investigated and any remedial actions that are deemed reasonable and practical to mitigate future occurrence are taken.

- (f) Ensuring good records are maintained of all Health and Safety activities (eg Risk Assessments, Inspections, Accidents, training etc) as these may be used in an investigation, and may limit financial and/or reputational damage to the Trust.
- (g) Ensuring that emergency procedures, via the Crisis Management and Emergency Plan, are in place and effectively communicate to relevant persons.
- (h) Ensuring adequate arrangements are in place to monitor and control the activities of contractors
- (i) Reporting to the LGB and contributing to the consolidated annual report to the Executive on Health and Safety matters.

3.5 Other staff with positions of special responsibility are responsible for:-

3.5.1 Staff with 'special responsibility' includes Assistant/Deputy Heads, School Business Manager, Premises/Site Manager, Catering Manager and any other manager or supervisor.

- (a) Applying the Health and Safety Policy in their area of work and are directly responsible to the Head for its application.
- (b) Carrying out regular Health and Safety risk assessments of the activities for which they are responsible.
- (c) Ensuring people they manage are made aware of the Health and Safety procedures for their area of work.
- (d) Resolving health, safety and welfare problems that are referred to them or referring them to the Head if they are unable to resolve the issue themselves.
- (e) Regularly checking of their area to ensure, as far as possible, that equipment, furniture and activities are safe and a record of these checks are kept.
- (f) Providing sufficient instruction, training and supervision to enable other staff and pupils avoid hazards and to make a positive contribution to their own Health and Safety.
- (g) Providing relevant information to the Head for their report to the LGB.
- (h) Removing contractors from the site if they create hazardous conditions and refuses to take action to make them safe.

3.6 Teachers are responsible for:-

- (a) Regular checks in their classroom for any potential hazards and report any that are observed to the Premises/Site Manager.
- (b) Effective supervision of pupils.
- (c) Ensuring pupils are not left unattended, or allowing their actions to lead to an insufficient pupil/adult ratio in the classroom or other supervised area.
- (d) Ensuring they know the procedures relating to fire, first aid and other emergencies, and to carry them out.
- (e) Giving clear Health and Safety instruction and warnings to pupils as often as necessary.
- (f) Ensuring the correct use of personal protective equipment and guards from hazards where necessary.

- (g) Ensuring that no personal items of equipment or propriety substances are brought into the Academy without authorisation.
- (h) Raising any Health and Safety issues they have identified to their line manager.
- (i) Integrating relevant aspects of Health and safety into the teaching process, including giving special lessons in line with the National Curriculum where necessary.

3.7 Obligations of all Employees are:-

- (a) Acting in the course of their employment with due care for the health, safety and wellbeing of themselves, pupils, other staff, and any visitors to the Academy.
- (b) Knowing and applying the procedures relating to fire, first aid, and other emergencies.
- (c) Acting in accordance with any Health and Safety training received and comply with relevant instructions issued by the Head, or person delegated to be responsible for an aspect of health and safety.
- (d) Reporting all accidents and near misses.
- (e) Co-operating with other staff or contractors to enable them to carry out their Health and Safety responsibilities.
- (f) Maintaining good standards of housekeeping and cleanliness.
- (g) Acknowledging by signing a declaration (Appendix 2) to confirm they have read and understood the Health and Safety Policy and will do all they can that is reasonable and practicable to comply with it.

3.8 Obligations of Contractors are:-

- (a) Being responsible for Health and Safety practices in areas where the Head is not directly responsible for activities (eg contracted-out catering).
- (b) Identifying and controlling any health and safety risks arising from their activities and inform the Academy of any risk that may affect staff, pupils and visitors.
- (c) Being aware of, and complying with, the Trust's Health and Safety Policy and emergency procedures.
- (d) Complying with the Trust's requirement for proof of DBS clearance as a precursor to site access.

3.9 Obligations of Pupils are:-

- (a) Exercising personal responsibility for the Health and Safety of themselves and others.
- (b) Observing standards of dress and personal hygiene which is consistent with good health and safety.
- (c) Observing the Trust's Health and Safety rules and follow instructions of staff given in an emergency.

4 Areas of Specific Responsibility

4.1 Specific areas of Health and Safety activity are delegated to the following personnel.

	Specific Area of Health and Safety	Responsible Person
1	Accident and Reporting procedures	School Business Manager
2	Frist Aid Provisions	School Business Manager
3	Accidents involving blood	Registered First Aiders
4	Infectious diseases	Head
5	Administering Medicines to students	Head
6	Emergency Procedures and drills	School Business Manager
7	Evacuation Notices and Signs	Premises/Site Manager
8	Fire Fighting Equipment	Premises/Site Manager
9	Control of Hazardous Substances	Premises/Site Manager
10	Electrical Mains Certificate (5 year)	School Business Manager
11	Electrical Portable Devices (1 year)	School Business Manager
13	Gas Safety	Premises/Site Manager
14	Smoking	Head
15	ICT Screen Equipment	School Business Manager
16	Defect and Hazard Reporting	School Business Manager
17	Health and Safety Information	School Business Manager
18	Risk Assessment (Equipment)	School Business Manager
19	Risk Assessment (Pregnancy)	School Business Manager
20	Risk Assessment (Fire)	School Business Manager
21	Risk Assessment (Curriculum)	Head
22	Staff Duty Rotas	Head
23	Clear passageway	Premises/Site Manager
24	Site Security	School Business Manager
25	Alarm Systems	Premises/Site Manager
26	Intruders	Premises/Site Manager
27	Violence to staff	Head
28	Trips	Head
29	Minibus	School Business Manager
30	Parking	School Business Manager
31	Storage	Premises/Site Manager
32	Manual Handling	Premises/Site Manager
33	Contractors on Site	Premises/Site Manager
34	Other users	Premises/Site Manager
35	Water quality	Premises/Site Manager
36	Hire of Premises	School Business Manager
37	Employee Consultation	Head
38	Work Experience	Head
39	Work Equipment	Head
40	Asbestos	Premises/Site Manager
41	Working from a Height	Premises/Site Manager
42	Noise / Vibration at Work	Premises/Site Manager

5 Complying with Health and Safety Legislation

5.1 The trust sets out the following arrangements to ensure it complies with all aspects of Health and Safety legislation.

Legislation	Trust Recommended Resources	Trust Arrangements
Health & Safety at Work Act (1974)	Health & Safety Policy Independent H&S Audit	Annual review of the Policy Statement of Intent
Management of Health & Safety at Work Regulations (1999)	HSE - Risk Assessment www.hse.gov.uk/pubns/indg163.pdf	Trust Procedures:- <ul style="list-style-type: none">• Risk Assessments• Control of Contractors• Managing Aggression• Slips, Trip and Falls
Health & Safety (Employees) Regulations (1989)	HSE - Guide to consulting with staff www.hse.gov.uk/pubns/indg232.pdf	Staff consultation Annual review of compliance
Health & Safety - Display Screen Regulations (2002)	HSE - Guide to DSE working www.hse.gov.uk > Guidance > Topics > Musculoskeletal disorders	Designated User workstation assessment, reviewed as required
Health & Safety – First Aid (2013)	HSE - First Aid at work http://www.hse.gov.uk/firstaid/	First Aid Policy and guidance
Control of Hazardous Substances (2002)	HSE - Guide to control of Hazardous Substances www.hse.gov.uk/coshh/	COSHH Risk Assessment Template IHASCO Training Suite
Corporate Manslaughter (2007)	HSE - Work Related Death www.hse.gov.uk/pubs/wrdp1.pdf	Health & Safety Policy reviewed annually
COSHH – Control of Legionella	HSE – Guide to Legionella http://www.hse.gov.uk/legionnaires/	Legionella Risk Assessment Template Annual review of compliance
Vibration at Work Regulations (2005)	HSE - Guide to Hand vibration www.hse.gov.uk/vibration/index.htm	Health & Safety Policy Annual review of compliance
Electricity at Work regulations (1989)	HSE - Guide Electricity at Work http://www.hse.gov.uk/electricity/	Health & Safety Policy Annual review of compliance
Electrical Safety in Schools Guidance Note.	HSE - Guide to Electricity in schools www.hse.gov.uk/toolbox/electrical.htm	Health & Safety Policy Annual review of compliance

Legislation	Trust Recommended Resources	Trust Arrangements
Manual Handling Regulations (2002)	HSE – Guide to Manual Handling www.hse.gov.uk/pubns/INDG143.pdf	Manual Handling Risk Assessment Template
Protective Equipment at Work (2002)	HSE – Guide to Protective Equipment http://books.hse.gov.uk/?DI=648952	Personal Protective Equipment Policy & Guidance PPE Risk Assessment
Provision & Use of Work Equipment Regulations (1998)	HSE – Safe use of work equipment http://books.hse.gov.uk/?DI=647957	Health & Safety Policy Annual review of compliance
Regulatory Reform (Fire) Order (2005)	HSE – Guide to Fire Order www.hse.gov.uk/toolbox/fire.htm	Annual Fire Risk Assessment Fire Emergency Strategy Annual review of compliance
Reporting of Injuries Regulations (2013)	HSE – Reporting Accidents & Incidents http://www.hse.gov.uk/riddor/	Reporting Templates for:- <ul style="list-style-type: none">• Accident & Incident Template• Adverse Event• Violence and Aggression
Smoke-free Premises Regulations (2006)	Smoke-free England www.smokefreeengland.co.uk	Health & Safety Policy Annual review of compliance
Social Security Claims (1987)	Legislation: http://www.legislation.gov.uk/uksi/1987/1968/contents/made	Reporting Templates for:- <ul style="list-style-type: none">• Accident & Incident Template• Adverse Event• Violence and Aggression
Work at Height Regulations (2005)	HSE – Guide to Working at Height http://www.hse.gov.uk/work-at-height/index.htm	Working at Height & Fall Prevention Strategy Working at Height Checklist
Health, Safety and Welfare Regulations (2002)	HSE – Guide to Health, Safety and Welfare at work www.hse.gov.uk/pubs/books/124.htm	Health & Safety Policy Annual review of compliance
Safety Representation Regulations (1977)	HSE – Guide to Health & Safety Consultation hse.gov.uk/involvement/1977.htm	Health & Safety Policy Annual review of compliance
Health & Safety (Young Persons) Regulations (1997)	HSE – Guide to Young People and work experience	Health & Safety Policy Work Experience Risk Assessment Form

Legislation	Trust Recommended Resources	Trust Arrangements
	http://www.hse.gov.uk/youngpeople/	
Activity Centres (Young Person's Safety) Act (1995)	The adventure Activities Licensing Regulations 1996	Offsite Visits Policy and Guidance
Safety, Signs and Signals (1996)	HSE – Guide to Safety Signs www.hse.gov.uk/pubs/books/164.htm	Health & Safety Policy Annual review of compliance
Health & Safety of Pupils on Visits (1998)	Outdoor Education Advisers Panel. National Guidelines http://oeapng.info/	Offsite Visits Policy All schools to nominate an External Visitor Co-ordinator
Managing Medicines in Schools (2005)	National Guidelines https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf	Trust Policies: <ul style="list-style-type: none">• Medical Conditions Policy• Administration of Medicine Guide• Allergens Policy• Infection Control Guidance
Waste Electrical (WEEE) Regulations (2013)	National Guidelines https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/292632/bis-14-604-weee-regulations-2013-government-guidance-notes.pdf	Environment Policy
Hazardous Waste Regulations (2005)	National Guidelines http://www.hse.gov.uk/waste/hazardouswaste.htm	Environment Policy

6 Detailed Health & Safety Task Lists

6.1 The following tasks, schedule of reviews and record keeping is intended to be guide for Academies to ensure they comply with relevant Health and Safety legislation and guidance. The list is not exhaustive, nor is it mandatory (unless so stated)

	Task	Frequency	Responsibility	Comment
1	Review H&S Policy and procedures	Annual	SFO	New regulations, Codes of practice
2	Review COSHH Assessments	No less than every 2 years	Site Manager	Establish Central COSHH Record
3	Record water quality testing	As per Water Risk Assessment	Site Manager	Annual audit of Log Book
4	Certification of fixed electrical installation	As per current Certificate	Site Manager	Electrical Contractor
5	Record of maintenance of fixed electrical installation	As advised	Site Manager	-
6	Record of Portable Appliance Testing (PAT)	No less than every 4 years	Site Manager	Frequency as per Risk Assessment
7	Record of Gas appliance testing	Annual	Site Manager	Must use Gas Safe registered person
8	Record of Fire Training	Ongoing	SBM	
9	Record of Fire Marshalls	Ongoing	SBM	
10	Record of Fire Fighting Equipment check	Weekly	Site Manager	
11	Record of Fire Fighting Appliances maintenance	Annual	Site Manager	Contractor
12	Record of Fire Alarm Testing	Weekly	Site Manager	
13	Record of Fire Alarm and Battery back-up maintenance	6 monthly	Site Manager	
14	Record of Emergency Lighting Tests	Monthly	Site Manager	
15	Record of Fire Drills	Termly	SBM	Log clearance times

	Task	Frequency	Responsibility	Comment
16	Record of False Alarms	Ongoing	Site Manager	Note reasons
17	Review of Fire Provision	Annual	SBM	
18	Record of Accidents / Injuries	Ongoing	SBM	
19	Record of First Aiders and stock	Ongoing	SBM	
20	Review of First Aid Provision	Ongoing	SBM	
21	Record of Manual Handling Training	Ongoing	Site Manager	
22	Record of Display Screen Assessments	Ongoing	SBM	
23	Record of Staff Health & Safety representatives	Ongoing	Site Manager	

Corpus Christi Catholic Academy Trust

STATEMENT OF INTENT

We, the Members and Directors of the Trust, the Local Governing Body, the CEO and Heads believe that the management of Health and Safety within Academies and places where Academy business is conducted is of paramount importance.

It is our intention to ensure that others who may be affected by our activities are not subjected to risks to their health, safety or welfare.

We will therefore take all reasonable and practicable steps to ensure a safe and healthy workplace for all our employees, pupils, and visitors.

Each Academy in the Trust adopts the Trust's Health & Safety Policy and supporting documentation and arrangements. This will enable the Trust to meet its legal obligations and contribute to its corporate objective of continuously improving Health and Safety performance.

The Trust expects all staff to co-operate fully with its Health and Safety Policy and will ensure that all pupils, visitors and contractors are provided with the information they need to help them comply.

We will regularly monitor the effectiveness of the Policy (no less than annually) to ensure that all health and safety arrangements are being implemented and that the responsible persons identified in the Policy are carrying out their roles properly.

Signed Chair of Executive Committee Date

Signed Chair of Local Governing Body Date

Signed Chief Executive of the Trust Date

Signed Head of Academy Date

This **Statement of Intent** will be displayed in staff rooms, main reception areas and the Trust and Academy websites

Corpus Christi Catholic Academy Trust

Health & Safety Policy – Staff Acknowledgement

In accordance with the Health and safety at Work Act, Corpus Christi Catholic Academy Trust has made you aware of its Health and Safety Policy and related procedures.

The following instruction is issued to all staff in respect of their main responsibilities.

It is a condition of your employment with the Trust that you are required to:

- (a) Adhere to all reasonable instructions regarding Health and Safety, safe working practices and safe systems of work and risk assessments.
- (b) Develop a personal concern for your own safety and that of others, in particular pupils of the Academy, staff and visitors.
- (c) Acknowledge that you are working with young people to whom you owe a duty of care hence there is an extra need for safety.
- (d) Use the correct tools and equipment to perform the tasks required of you safely.
- (e) Avoid performing tasks in a way which entails unnecessary risk.
- (f) Use personal protective equipment where necessary and keep it good condition.
- (g) Report any defects in tools or equipment, or the premises generally that suggests a health and safety risk.
- (h) Report any personal accident, injury or near miss and see that it is recorded correctly.
- (i) Report any known or suspected hazard.

I acknowledge that I have read the Health and Safety Policy, have understood its contents and confirm that I will take all reasonable and practicable steps to comply with it.

Signature	
Name	
Academy	
Position	
Date	

Please return to your School Business Manager or SFO if you work across the Trust.