



**St Charles Catholic Primary School,  
A Voluntary Academy**

**HEALTH & SAFETY POLICY**

This Policy was approved and adopted by the Academy Trust Board on:	30 March 2020
Policy review date:	March 2022



## Contents

This policy is in three parts.

- 1. Health and Safety Policy Statement**

A statement of general policy based on legal duties under the Health and Safety at Work etc. Act 1974 [section 2 (3)].

- 2. Organisation of Duties**

Explains the allocation of functions to individuals i.e. who does what as regards to health and safety management.

- 3. Arrangements**

How health and safety functions allocated to individuals are carried out.

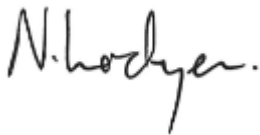
# 1. Health and Safety Policy Statement

St Thomas Aquinas Catholic Multi-Academy Trust will:

- Aim to provide a safe and healthy working and learning environment for staff/ pupils/students and visitors.
- Acknowledges the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every employer to conduct their business in such way as to ensure, so far as is reasonable practical, that persons who are in their employment, and also persons who are not but who may be affected by it, are not exposed to unacceptable risks to their health and/or safety.
- Accepts that it has a responsibility to take all reasonable practicable steps to ensure the health, safety and welfare of staff and others.
- Promote an effective safety culture throughout the Trust
- Will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others depends upon their individual conduct and vigilance while on the school premises, or whilst taking part in school sponsored activities.
- Consult with our employees on matters affecting their health and safety.
- Provide information, instruction, training and supervision for employees.
- Ensure that employees are 'competent' to carry out their activities.
- Provide adequate welfare facilities for employees and pupils.
- Monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety.
- Review the systems in place that manage health and safety and to revise it as necessary on an annual basis.

This policy will be brought to the attention of all employees and will be kept readily available for employees on the Trust website.

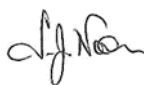
**Signed:**



Chief Executive Officer

Date: 30/03/2020

**Signed:**



Chair of Trust Board

Date: 30/03/2020

**Signed:**

Headteacher

Date:

## 2. Organisation of duties

### **Duties of the Trust**

The ultimate responsibility for health and safety rests with the employer although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Headteachers (as detailed below).

The Board of Directors will:

- Establish mandatory health and safety policies and outcomes that academies will follow and achieve.
- Monitor academies' compliance with legislation and policies.
- Monitor academies' health and safety performance.
- Provide direction as necessary to academy management in the interests of health and safety.
- Ensure that academy management are appropriately trained in health and safety principles.
- Ensure any Trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

### **Duties of the Chief Executive**

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for board meetings.
- Appoint a 'Health and Safety Coordinator' for the Trust to demonstrate its strategic importance.
- For the purpose of maintaining health and safety legal compliance and/or complying with the Trusts health and safety aims and objectives direct an academy to take compulsory action.
- Ensure that competent health and advice is available as referenced in Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

### **Duties of the Director of Business Services**

The Director of Business Services will:

- Act as 'Health and Safety Coordinator' for the Trust.
- Ensure that the Trust properly discharges its duties under its Health and Safety Policy.
- Develops and reviews the Health and Safety policies in line with statutory requirements.
- Integrate good health and safety management into business decisions.
- Coordinate with Academies ensuring the implementation of the Trust's policies and procedures in relation to maintaining health and safety statutory documentation and ensuring that the Trust discharges its duties.
- Coordinate with Academies ensuring that health and safety management systems, processes and practices are consistent, coordinated and synchronized across all of the Academies in the Trust.

- Works with the Assistant Director of Business Services to ensure that facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff and contractors who are competent.

### **Duties of the Principal/Headteacher**

The Principal/Headteacher will:

- Acts as Building Responsible Officer (BRO)
- Demonstrate visible, active commitment to health and safety improvement.
- Promote the maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensure that the requirements of all relevant legislation, codes of practice, trust and academy policies are met at all times.
- Coordinate with the Trust to ensure implementation of the Trust's policies and procedures in relation to maintaining health and safety statutory documentation and ensuring that the academy discharges its duties.
- Appoint a Delegated Duty Officer (DDO) to work in coordination with the Assistant Director of Business Services.
- Ensure safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consult with employees, and safety representatives, on local health and safety issues.
- Ensure effective means of communication with staff on health, safety and welfare issues.
- Ensure that risk assessments are undertaken and reviewed annually or as necessary.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Work with the Director of Business Services to ensure that arrangements are made to rectify defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensure that accident, work-related ill health and violent incidents are reported and investigated as necessary.
- Monitor the standard of health and safety throughout the academy.
- Work with the Director of Business Services to ensure that emergency procedures are in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding off-site visits and that all relevant staff have access to health and safety information, policies and procedures.
- Authorise all off-site visits; inform Governors of all non-routine off-site visits.

### **Duties of the Delegated Duty Officer (DDO) or Operations/Site Manager**

The Delegated Duty Officer will:

- Ensure that the academy properly discharges its duties under its Health and Safety Policy.
- Work with the Director of Business Services to review and develop existing and new Health and Safety policies and procedures in line with statutory requirements.
- Coordinate with the Assistant Director of Business Services ensuring that health and safety management systems, processes and practices are consistent, coordinated and synchronized across all of the Academies in the Trust.
- Ensure that facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff and contractors who are

competent.

- Only engage the services of a contractor or supplier who has been approved by the Trust and ensure that suitable and sufficient risk assessments and methods statements are provided prior to the commencement of any works.
- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Cooperate with the academy and the Trust on health and safety matters including compliance with Trust and academy procedures.
- Keep premises records up to date (including records of asbestos and water hygiene monitoring, fire drills, etc.). These should include an accurate record of contractor visits.
- Ensure that all the building's machinery, plant and other fixed services and systems are maintained (and also formally inspected as relevant) and that maintenance and inspection records are kept on site.

### **Duties of All Employees**

All employees will:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Cooperate with the academy on health and safety matters including compliance with Trust and academy procedures.
- Not interfere with anything provided to safeguard their health and safety.
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures.
- Ensure that pupils are aware of the academy's emergency procedures.
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager.

### **Additional Responsibilities for Subject Coordinator of Design and Technology**

- Ensure suitable and sufficient risk assessments are in place for all activities and operations in design and technology
- Ensure all machinery and equipment is maintained and inspected at suitable intervals and is safe for staff and pupils to operate;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all machinery and equipment;
- Ensure that suitable arrangements are in place in case of accidents and emergencies in design and technology activities

### **Additional Responsibilities PE Coordinator (also Office Manager)**

- Ensure suitable and sufficient risk assessments are in place for all activities related to PE and sports, including those not undertaken on school premises and/or not during normal school hours;
- Ensure all equipment related to PE and sports is maintained and inspected at suitable intervals and is safe for staff and pupils to use;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all equipment related to PE and sports;
- Ensure that all PE and sports staff are suitably trained and competent for all activities undertaken or supervised, that their training is current and that suitable records are kept on site;
- Ensure that suitable arrangements are in place for accidents and emergencies in all areas associated with PE and sports activities.

### **Additional Responsibilities of the Swimming Coordinator**

- Ensure a suitable and sufficient risk assessment is in place, implemented and reviewed for all activities in the swimming pool and associated areas;
- Ensure all activities in the swimming pool and associated areas are undertaken in accordance with normal operating procedures and the emergency action plan;
- Manage all staff involved in the operation of the swimming pool and ensure they are all aware of the duties and responsibilities associated with their role.

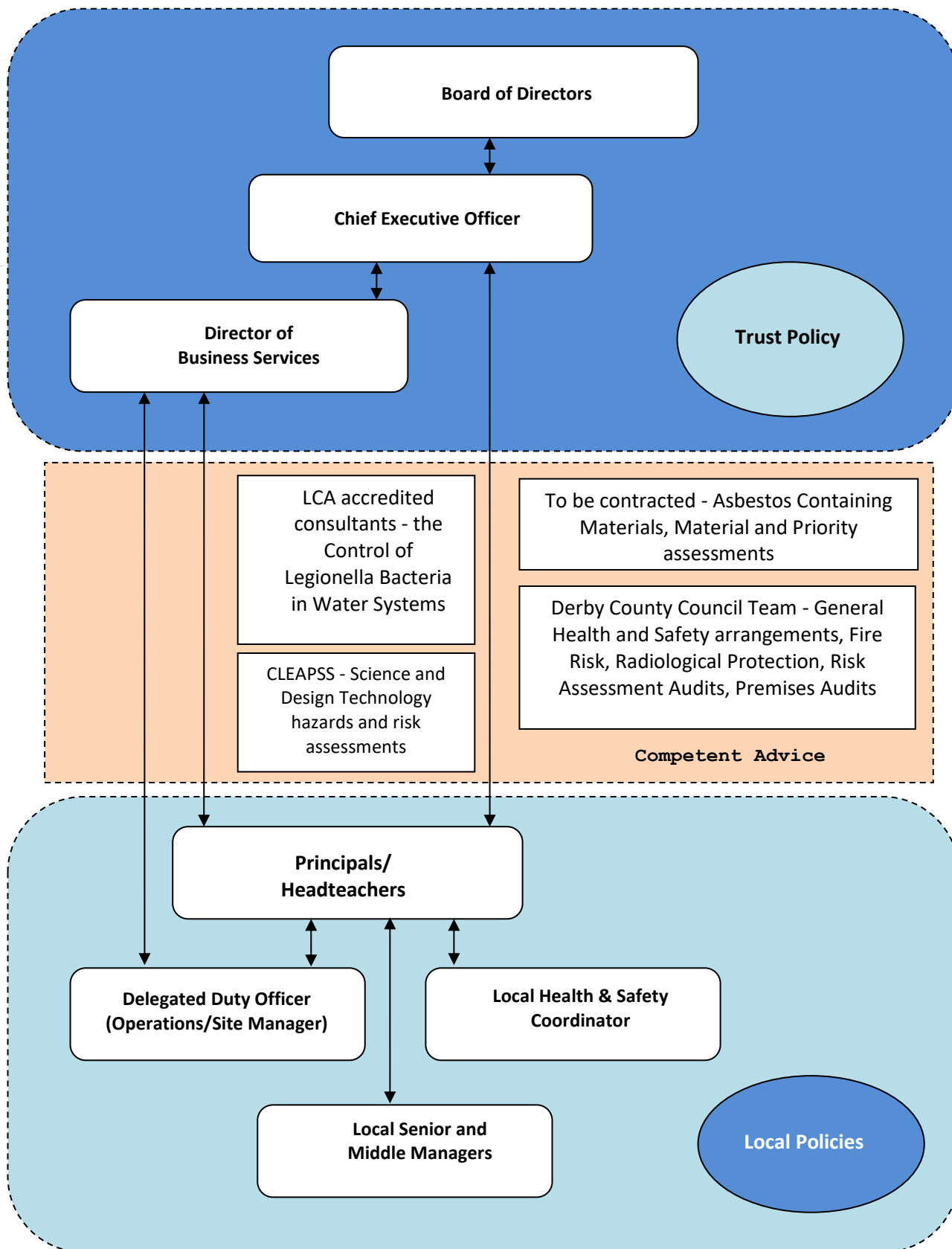
### **Additional Responsibilities of the Educational Visits Coordinator (EVC)**

- Ensure all educational visits are planned and undertaken in accordance with current national and local guidelines;
- Ensure that all educational visits are on logged on Evolve.
- Ensure suitable and sufficient risk assessments and other arrangements are in place for all educational visits;
- Ensure all educational visits are adequately supervised and staffed and that suitable arrangements are in place for accidents and emergencies;
- Ensure all staff involved in the planning of educational visits are suitably trained and competent;
- Provide suitable health and safety advice and guidance to staff involved in the planning of educational visits.



## Health and Safety Organisation

The chart below shows the relationship between the Trust Health and Safety Policy and local Health and Safety Policies and shows how key management roles interact.



### 3. Arrangements

#### **Competent Advice**

The Trust has appointed the following a competent health and safety advisers:

- Derby County Council (Academies) Team in respect of general Health and Safety arrangement, fire risk, risk assessments, risk assessment and premises audits;
- Derby County Council and HSE in respect to Radioactive Materials
- Specialist safety and risk advisors in respect of the control of asbestos containing materials, material and priority assessment;
- Various LCA accredited consultants in respect of the control of legionella bacteria in water systems;
- CLEAPSS in respect of science and design Technology hazards;
- Other competent advice will be taken as and when required.

Competent advice is taken in the management of health and safety at both Trust and academy level.

#### **Every – online portal**

Relevant statutory documents, reports, surveys, testing and compliance information will be held on Every. The Deputy Duty Officer (DDO) or Operations/Site Manager will upload data to the Every to demonstrate compliance and provide an audit trail.

#### **Accident Reporting and Investigation**

Accidents to employees will be reported and recorded locally using the Derby County Council Corporate accident reporting system. Accidents or near misses reportable under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be reported at Trust level by the Director of Business Services. Academies will inform the Director of Business Services immediately if such an incident occurs in their academy.

Accidents to pupils and other non-employees are recorded as laid down in the academy's guidance and local policies.

Accidents are investigated locally by line managers. Accidents are monitored by the Director of Business Services.

The Headteacher is responsible for ensuring specified serious accidents to both employees and non-employees are reported to the Director of Business Services. Derby City Council H&S Team will report to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Accidents of a very serious nature or those which may result in a claim or media interest are to be reported to the Trust immediately.

#### **Asbestos Management**

The academy will maintain a register of asbestos containing materials. Asbestos management surveys identifying both material and priority assessments will be commissioned by the Trust and updated annually by the academy.

If asbestos containing materials pose a serious risk to the health of persons using the academy, the materials shall be removed as safely and as soon as reasonably practicable possible.

Management surveys will be undertaken by a surveyor on a 5 yearly basis for all academies built prior to 2000. The Director of Business Services will organise any work required as a result of the survey in coordination with the Nottingham Diocese.

Where asbestos containing materials are present, and do not pose a serious risk, the academy will take the opportunity to remove them progressively when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the academy will ensure that they are managed in accordance with their Local Asbestos Management Plan and in such a manner so that the risk to the health of our employees, contractors, visitors and other people using the premises is minimised.

All specified work on asbestos containing materials will be carried out in accordance with the current legal standards using the best working practices by licensed contractors where applicable. Where non-licensed work is carried out, this will be carried out to the standards laid out in the HSE Asbestos Essentials reference manuals and process sheets.

The condition of known asbestos in the building will be monitored by the Deputy Duty Officer (DDO) or Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the academy without first reference to the asbestos survey and logbook. This includes accessing service voids and ceiling voids

The academy will identify areas that are not covered by an asbestos survey and thus may not be accessed without further sampling and/or air tests and these areas will be considered out of bounds.

The Asbestos Survey and logbook will be held in the academy and on the Every Portal and will be made available to contractors prior to their carrying out work within the premises.

### **Condition surveys**

A D1 condition survey has been undertaken in the Pentecost Term 2019.

### **Construction work**

All construction work is carefully monitored in accordance with Trust and Diocesan procedures. No construction work will take place without the prior consent of the Trust and the Diocese.

### **Consultation**

The establishment of a Trust Health and Safety Committee will be considered if requested to do so by at least two safety representatives. Trust and model academy policies with Health & Safety implications will be subject to consultation with trade unions.

Consultation of policies and procedures with health and safety implications will be undertaken at a local academy level.

### **Consultation with Employees**

Where policies, procedures and risk assessments have been created using the model versions these will be subject to local consultation with members of staff.

## **Contractors**

Academies will only use contractors recognised by the Trust and recognises the shared responsibility that any work is undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

Contractor work is managed locally on site where induction procedures and monitoring is in place.

## **Curriculum**

Risk assessments will be undertaken on all lesson activities where there is a significant risk of injury or ill health. Precautions will be included in lesson plans as necessary.

Specialist guidance will be provided by:

- Physical Education through The Association for Physical Education (afPE).
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).
- Science and Technology (ages 3-12) - "Be Safe!" Association for Science Education.

## **Display Screen Equipment**

The academy will complete risk assessments for designated users of Display Screen Equipment.

## **Electrical Safety**

All portable electrical appliances in academies are checked by a 'competent' person appointed by the academy on an annual or bi-annual basis. Records of PAT testing are held on site and on the Every Portal.

All employees will be instructed to carry out a visual inspection of electrical equipment, prior to use, for signs of damage or charring. Defects will be reported to the Deputy Duty Officer so that action can be taken to take the equipment out of use.

The electrical installation will be inspected at 60 month intervals by a competent person i.e. electrical engineer.

The academy (in with the Trust) will undertake all remedial action/s from the report.

## **Emergency Procedures**

The academy has completed an emergency plan 25.2.2021 and shared the plan with the Trust. A copy can be found on the school website and in the shared folder on the school drive.

## **Finger Guards**

The academy has completed a risk assessment on 21.2.2021 A copy can be found in the risk assessment file on the shared work drive.

## **Fire Safety**

Inspections and testing are recorded manually in a dedicated fire logbook and on site and on the Every Portal.

## **First Aid**

The academy will complete a first aid needs risk assessment. One member of staff is required to be

qualified to EFAW level to provide first aid treatment.

### **Gas equipment and appliances**

All gas boilers and other gas appliances are inspected annually by an approved 'competent' contractor. Contractors will be approved from the Gas Safe Register at Trust level. Gas tightness tests will be carried out annually.

### **Hazardous Substances**

All hazardous substances risk assessments are completed as required. COSHH training will be provided by the Trust.

### **Health and Safety Advice**

Competent advice, guidance, generic risk assessments and training is provided through:

- Derby County Council's Schools Health and Safety Team.

### **Housekeeping**

The academy will monitor housekeeping standards.

### **Information and Communication**

All employees are given adequate information on health and safety matters in relation to their work activities as identified in the relevant risk assessments.

A Health and Safety Executive (HSE) poster will be displayed in each academy. Details will be entered of contact details for the Director of Business Services, the H&S advisor (Derby County Council) and where to obtain details of the union safety representatives.

### **Inspections – Health & Safety**

The academy will have an annual walkabout inspection undertaken by the Director of Business Services Director and the Assistant Director of Business Services. This may include a representative from the academy governing body and a local H&S committee representative.

### **Lettings/Use Premises Out of Hours**

The academy will obtain advice regarding any lettings from the Director of Business Services. A lettings contract with conditions of hire will be completed, signed and approved as necessary. The person or organisation using the academy premises will submit their risk assessments for their activities prior to the commencement of their letting.

### **Lone Working**

A lone working risk assessment will be undertaken as necessary.

### **Maintenance and servicing of plant and equipment**

Statutory inspection and servicing contracts to meet British Standards and good practice will be arranged by the Trust. Where the academy is required to arrange inspections and servicing this will be communicated to the academy by the Director of Business Services as necessary. Academies are required to upload all service docs and planned and reactive maintenance reports to the Every Portal.

### **Manual Handling**

The Academy will complete a manual handling risk assessment as necessary and will train staff

involved.

### **Medical Conditions- management of**

The academy has adopted a medical conditions policy March 2019 and a completed risk assessment.

### **New and expectant mothers**

The academy will carry out a risk assessment as soon as the Headteacher is made aware by the employee and this risk assessment will be reviewed as necessary.

### **Off-Site Educational visits**

The academy has an appointed Educational Visit Coordinator (EVC) Sandra Wheatley / Ren Stretton. The EVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

All trips are uploaded to EVOLVE. Advice and guidance is provided by Derby County Council Outdoor Education Team.

### **Personal Protective Equipment (PPE)**

The academy will assess the need for PPE through the completion of local risk assessment.

### **Positive Handling/De-escalation**

The need for de-escalation and positive handling training will be assessed locally. The academy will record instances of handling.

### **Reporting of defects, hazards and near misses**

All employees have been instructed to report defects, hazards, near misses via a recorded local procedure (to the Premises Officer or Headteacher), or verbally to the Deputy Duty Officer (if urgent) who will ensure that appropriate action is taken to avoid accident/injury.

### **Risk Assessments**

The Academy will complete the necessary risk assessments from a set that they have been provided via the Derby County Council Health & Safety Team. Risk assessments will be reviewed as necessary and on at least an annual basis. Further risk assessments will be undertaken as required.

The following risk assessments will be in place:

- Fire (office suite only)
- Provision of First Aid
- Hazardous substances used for cleaning (COSHH)
- Individual workstation (DSE)
- New and expectant mothers (as necessary)
- Individual staff- medical/disability (as necessary)
- Lone working (as necessary)
- Working at height
- Use of private vehicles for business use

## **Safety Representatives**

Under legislation academy employees who have been appointed by their union as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

## **Security**

The Deputy Duty Officer is responsible for maintaining the physical security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding or accessing restricted parts of the site.

The response to alarm activation is covered in the lone working risk assessment and the associated procedures and arrangements.

The academy will complete a premises safeguarding and security risk assessment and establish their own security policy.

## **Site Inspections**

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Headteacher and Deputy Duty Officer.

## **Slips, trips and falls**

The academy has completed a Risk Assessment for slips, trips and falls 22.2.2021. A copy can be found in the shared folder on the work drive.

## **Stress, Work Related**

The Headteacher is responsible for managing work-related stress within the academy setting. A stress toolkit will be used by academy management. Any instances of stress with the Headteacher will be managed by the Trust.

## **Adverse Weather**

The school has a risk assessment in place for adverse weather, including sun exposure.

## **Supervision**

Risks managed and decisions made locally.

## **Training**

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept of the employee's personal file. New employees are adequately supervised, as required.

Site Management staff will attend a general health and safety training course on at least a five yearly basis.

Other training needs will be identified through locally completed risk assessments.

### **Vehicles, Use of**

If the academy allows staff to take pupils/students in their own car they should keep a copy of their driving license, insurance and MOT.

### **Violence**

The Health & Safety Executive's (HSE) definition of violence is: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence will be recorded and investigated as required by the line manager or Principal/Headteacher.

### **Water Management/Control of Legionella**

The academy will comply with the requirements of the legionella Approved Code of Practice (L8). The Trust will employ a competent contractor to undertake and then review a legionella risk assessment on a five yearly basis, or sooner if changes to the supply or storage of water change due to works carried out to buildings or water systems. Regular tasks as required by the legionella risk assessment are managed locally. All documents should be uploaded to the Every Portal.

### **Welfare facilities**

The academy will, so far as reasonably practicable, ensure adequate and appropriate welfare facilities.

### **Work Equipment**

Managed locally. Risk assessments undertaken as required. Training organised as necessary.

### **Workplace Transport Safety**

Managed locally. Risk assessments undertaken as required.

### **Working at Height**

Managed locally. Risk assessments will be undertaken as required. Training will be organised as necessary. Access equipment will be inspected, on a basis identified in the working at height risk assessment, by the Responsible Property Officer and recorded locally.



## Scheme overview / summary:

- CEO
- Estates and Finance Committee – oversight of Trust compliance
- Director of Business Services - Trust H&S Coordinator and has Trust oversight, liaises with all parties, reports to the Board, actions issues not resolvable at local level (skill or finance deficiencies), monitors accident and near miss data across the Trust, supports with accident investigation, reports RIDDOR incidents, radiological protection, accessibility, construction / CDM 2015, asbestos, legionella, electrical, PUWER, LOLER etc etc.
- Headteacher – Building Responsible Officer (BRO) the locally responsible person, has local oversight, liaises with Director of Business Services, authorises EV's
- Academy DDO - responsibility for site and associated compliance, liaise with the Headteacher, Local H&S Coordinator and Assistant Director of Business Services
- EVC – manages EV's liaising with the Headteacher, competent advisor (Derby County Council) and the Trust where required
- Local department heads and senior managers – responsible for H&S in their work area, report to the Headteacher, interact with the DDO
- Directors of Performance & Standards – oversight in terms of statutory provisions relating to educational compliance

## Systems overview / summary:

- All works involving invasive or destruction construction or maintenance are coordinated via the Trust
- SSoW – various Trust Safe Systems of Work are in place – contractor induction, permit to work system, hot works etc. DDO manages low level sit works via the implemented SSoW
- Trust Every Portal (to be set up) - central online database of property documentation, risk assessments, condition and priority works, PM, RM and compliance
- DDO's – e-mail compliance trail and associated documents to the portal, manage contractors in terms of minor works
- Director of Business Services – manages the Every Portal and verifies compliance
- Professional site inspection - annual
- Professional, competent audits – annual
- Property condition survey – 36 month interval (external company)
- Asset management / Planned maintenance – 5 year plan, updated annually to reflect condition slip
- Asbestos – central online database of risk assessments and priority works, annual update of priorities, feeds in to asses management plan, DDO monitors condition
- Legionella – central online database of risk assessments and priority works, feeds in to asses management plan, competent contractor monitors compliance and reports to the DDO and the Director of Business Services
- Professional services must comply with Trust standards – UKAS accreditation systems have been adopted