

# POLICY

## POLICY TYPE

|                                                  |   |
|--------------------------------------------------|---|
| MAT Policy to adopted in full across all schools | ✓ |
| LGC Policy to be reviewed and approved locally   |   |



*"called by Christ  
to be agents of change  
and apostles of hope"*

|                |                       |
|----------------|-----------------------|
| Approval Date: | 2024/25 – AUTUMN TERM |
| Review Date:   | 2025/26 – AUTUMN TERM |

**ST OSCAR ROMERO CATHOLIC ACADEMY TRUST**

## HEALTH & SAFETY POLICY

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**Section A – Introduction:**

**A1: The Law Regarding Health and Safety Policies:**

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector if requested.

An explicit safety policy demonstrates to staff, students and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

The policy will be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

**Health and Safety at Work Act 1974**

**HEALTH AND SAFETY POLICY STATEMENT  
Of**

**----- ST OSCAR ROMERO CATHOLIC ACADEMY TRUST-----**

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**A2: Statement of Intent:**

The Chief Executive Officer and Trust Board are committed to establishing and implementing arrangements that will:

- ensure staff and students are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, students and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, students and visitors safe.

Signed: \_\_\_\_\_

Chief Executive Officer

Signed: \_\_\_\_\_

Chair of Trust Board

Date:

**[A signed policy statement is on display in the Reception area of all Trust Schools]**

## **Section B – ORGANISATION**

### **B1: Employer Responsibilities**

As the employer, The Trust has a statutory duty in respect of health and safety in our schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Chief Executive Officer (CEO), who has day to day responsibility for staff, students and others as 'officer in charge' of the premises. The CEO will ensure the overall implementation of the policy.

### **B2: Chief Executive Officer (CEO) Responsibilities**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the Trust Board and the Local Governing Committee on a regular basis;
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Chief Executive Officer.

### **B3: Trust Board and Local Governing Committee Responsibilities**

- Responsibility for the health and safety of students lies with the Local Governing Committee of the school.
- The Trust Board will promote a strategic overview for health and safety.

- The Local Governing Committee will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, students or visitors at risk while they are on the premises.
- The Local Governing Committee will make adequate provision for maintenance of the school premises and equipment within the school's delegated budget.
- The Local Governing Committee will support and monitor health and safety within the school.
- The Local Governing Committee can consider appointing a Governor to coordinate health and safety from a strategic point of view.

#### **B4: Staff Responsibilities**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Headteacher or their line manager.

#### **B5: Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. Individual and group staff meetings are considered appropriate forums for communication on health and safety matters and concerns.

#### **B6: Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found displayed on the **H&S Notice Board in the staff room at each of our schools**
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff.
- The Headteacher will supply adequate information, instruction and supervision for all staff, students and visitors to ensure their health and safety.

#### **B7: Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the Headteacher.
- Training will be identified, arranged and monitored by the Headteacher and the Local Governing Committee.

- Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

#### **B8: Monitoring**

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds.
- The Health & Safety Officer at the school is responsible for investigating accidents although the accountability lies with the Headteacher.
- The Headteacher or nominated representative is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

### **Section C – ARRANGEMENTS**

#### **C1: School Activities**

See separate Risk Assessment Guidance/Procedure as listed in cross-reference guidance/action plan, Section D.

- The Headteacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person.
- The Headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.
- Risk assessments are overseen by the H&S Coordinator at each of the schools

#### **C2: Visitors**

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.

- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.
- All visitors shall be made aware of the schools safeguarding procedures.

### **C3: Fire and Emergency Procedures**

See separate Fire Policy as listed in cross-reference guidance/action plan, Section D.

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Emergency fire evacuation will be practiced at least annually (ideally termly) and a record will be kept:
- Emergency Fire and Rescue will be contacted by:

#### **School reception or admin staff**

- Regular testing of fire alarms will occur:

#### **Weekly – Please refer to the notice in reception of the details**

- The fire log book will be kept in:

#### **School Reception / Premises Office**

### **Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

### **Name of Responsible Person for Fire Safety:**

**Headteacher of the School**  
**Trust COO**



#### **Maintenance of Fire Precautions:**

The Headteacher will ensure regular maintenance of:

- Fire extinguishers
- Fire alarms
- Fire doors
- Fire safety signs and identification of escape routes
- Emergency lighting and other emergency equipment

#### **C4: Bomb Alerts**

See separate Business Continuity Plan as listed in cross-reference guidance/action plan, Section D.

#### **C5: First Aid and Medicine**

See separate First Aid and Medicine Policy as listed in cross-reference guidance/action plan, Section D.

#### **C6: Information Technology**

- The Headteacher will ensure that suitable arrangements are in place for the use of Information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

#### **C7: Legal Requirements for Premises**

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for students and staff, medical accommodation and indoor temperatures.

### **C8: Safe Handling and Use of Substances**

- The Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **C9: Inspection of Premises, Plant and Equipment**

- The Headteacher will arrange for formal inspections of the premises, plant and equipment to take place annually and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, Governors, caretaking staff and the Headteacher/Deputy Headteacher using the checklists.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected appropriate procedures will be followed.

### **C10: Asbestos Management**

**An asbestos docubox will be kept in reception** and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The Headteacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

Please refer to the Asbestos Policy for further information.

### **C11: Legionella Management**

A water hygiene risk assessment will be carried out in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any

required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

#### Section D – List of Risk Assessments, Policies and Procedures

To complement this Health and Safety Policy and Action Plan to review and/or Implement

| Type                                                            | Document                                                     | Information                                                                                                                                                                                                                  |
|-----------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Procedure                                                       | Asbestos management                                          | Docubox kept in Reception                                                                                                                                                                                                    |
| Procedure                                                       | Accident/Incident Reporting                                  | All accidents reported on Accident/Incident Form                                                                                                                                                                             |
| Policy/Plan                                                     | Business Continuity Plan                                     |                                                                                                                                                                                                                              |
| Policy                                                          | Control of chemicals hazardous to health (COSHH) and CLEAPPS | List of Hazardous Substances on the Premises<br><br>COSHH Risk Assessments                                                                                                                                                   |
| Policy                                                          | Fire – including responsibilities of the fire wardens        | Fire procedures posted in classrooms                                                                                                                                                                                         |
| Policy                                                          | First aid requirements and Medicine                          | Medical and First Aid Policy<br><br>Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings                                                                         |
| Program/checklist to be timetabled and added to school calendar | Health and Safety Inspections throughout site                | Carry out regular health and safety inspections around your school buildings and land.<br><br>Staff briefings take place annually                                                                                            |
| Procedure                                                       | Risk Assessments                                             | Curriculum (all topics – priority Science; DT; Food Tech; PE)<br>COSHH<br><br>Display Screen Equipment (DSE)<br>Drugs and alcohol<br>Fire<br>Lone working<br>Pedestrian and people movement<br>School events<br>School trips |

|          |                                                                                                       |                                                                                                                                                                                                                                                                                            |
|----------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                                                                                       | <p>Slips, trips and falls</p> <p>Stress management</p> <p>Violence and aggression</p> <p>Working at height</p> <p>Site management:</p> <p>Caretaker</p> <p>Legionella</p> <p>Manual handling</p> <p>PAT testing</p> <p>5 yearly (electrical)</p> <p>School facilities (swimming pools)</p> |
| Policy   | School Trips/ Off-site visits                                                                         | Health and Safety of Students on Educational Visits                                                                                                                                                                                                                                        |
| Training | Adequate systems for communication, training and consultation with staff regarding health and safety. | <p>Governing body committee</p> <p>Staff training annually</p> <p>Incorporated employees' Health and Safety responsibilities into their job descriptions..</p>                                                                                                                             |

## **Section E – Useful Contacts**

### **Health and Safety Executive**

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

Location: International House, Dover Place, Ashford, TN24 1HU

### **RIDDOR Incident Contact Centre**

The reporting service for work-related health and safety.

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk).

### **Safe Practice in Physical Education and School Sport**

Association for Physical Education.

Tel: 01905 855584

Email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website: [www.afpa.org.uk](http://www.afpa.org.uk)