

Saint Josephs Catholic Academy

Member of the Newman Catholic Collegiate



Health and Safety and Wellbeing Policy 2021-22

Academies are required to have a Health, Safety and Wellbeing Policy in place.

It is recommended that the Academy's Health, Safety and Wellbeing Policy should be developed by the Academy Committee in conjunction with the Principal and members of the Academy Leadership team.

The organisation and arrangements which support the Health, safety & Wellbeing Policy (day to day management of Health & Safety) are the responsibility of the Principal and the Senior Leadership Team (supported by the Academy Committee).

What should you do with this Model Policy?

The Model Policy is designed as a model which Academies may adapt, edit and upgrade for their own use.

The policy has 4 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the Academy.

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Wellbeing.

Part 4 – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The Academy's Health, Safety and Wellbeing Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Wellbeing which can be found on the Staffordshire Learning net (SLN) at;

<http://education.staffordshire.gov.uk/Academy-Admin/HealthSafetyWellbeing/Health-and-Safety/Policy/Policy.aspx>

For Academies where the council is not the employer reference should be made to their employers Health, Safety and Wellbeing Policy. Information may be available to such Academies from the diocese, trust or sponsor

Health, Safety & Wellbeing Policy Statement

1. This policy statement complements (and should be read in conjunction with) **the Newman Catholic Collegiate, Safety and Wellbeing Policy**, it records the Academy's local organisation and arrangements for implementing the Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Academy Committee and those in control of the Academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this Academy's Academy Committee will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in Academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on Academy premises or taking part in Academy activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the Academy will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its’ activities.
 5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
 6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Part 2

Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in Academies rests with the employer. Who the employer is, depends upon the type of Academy.

Type of Academy	Who is the Employer?	Comments
Community Academies Community Special Academies Voluntary Controlled (VC) Academies Maintained Nursery Academies Pupil Referral Units	The County Council.	Governors of Academies in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.

Foundation Academies Foundation Special Academies Voluntary Aided (VA) Academies	The Academy Committee.	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	The Academy Committee/Board/Sponsor	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

Regardless of anything stated above, all Academy governing bodies have health and safety responsibility as the **occupier** of the premises.

Principals must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Academy Committee arrangements arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Academy Committees and Directors based upon the following roles **outlined in the County Council’s Health, Safety and Wellbeing Policy**

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the Academy’s health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/Academy health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Employees	Irrespective of their position within the Academy structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.
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Who are the Policy-makers, Planners, Implementers, Assisters and Employees in Academies?

	Policy-makers	Planners	Implementers	Assisters	Employees
Directors and Academy Committee					
Principal					
Academy Leadership Team					
Deputy/Assistant Principal					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational					

Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
Directors, Academy Committee	Devise and produce policy on health, safety and Wellbeing at a strategic level.
Principal	Preserve, develop, promote and maintain the Academy’s and the Council’s health and safety management system.
CC H&S Policy Group	Ensure that health and safety matters are taken into account when organisational decisions are made.
H&S Advisers	

The Policy makers;

- Must ensure that the Academy has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all Academy activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Academy Committee;

- Must ensure that those who have been assigned specific responsibilities in Academy for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the Academy on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.

- Is required to monitor that the H&S targets are being met and the Academy is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Principals' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their Academy H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
<p>Principal</p> <p>Members of the Academy Leadership Team</p> <p>Academy Governors</p> <p>Deputy/Assistant Principal</p> <p>Health and Safety Coordinator</p> <p>Managers</p> <p>Premises Manager</p>	<p>Develop the local plans to achieve corporate/Academy health & safety objectives. Develop management arrangements</p> <p>for the identification of hazards and control of risks within their area</p>

The Planners will;

- Be familiar with the overall responsibilities laid down in the Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the Academy and Academy activities taking place outside Academy premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the Academy planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)

- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the Academy are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the Academy planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the Academy planning process.
- Communicate any health and safety actions outlined in the Academy planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of Academy staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council’s Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

An annual report to the Academy Committee outlining achievements against the H&S plan and annual KPI’s should be considered by Planners and Implementers, the Academy’s Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Principal (also Policy maker, Planner)</i>	Ensure that workplace precautions and safe systems of work are developed in order to
<i>Academy Leadership Team (also planners)</i>	

<p><i>Teaching Staff [Including supply teachers]</i></p> <p><i>Managers</i></p> <p><i>Premises Managers (Principal)</i></p> <p><i>Teaching Assistants</i></p> <p><i>Learning Support Staff</i></p> <p><i>Admin Staff</i></p> <p><i>Site Supervisor/Caretaker</i></p>	<p>identify hazards and control risks. Ensure all the systems are working effectively</p>
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The Implementers will;

- Maintain an understanding of the Health and Safety Policies developed within Academy
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall Academy planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.

- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. Academy trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties

1. To maintain an understanding of health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to ‘D1 Notifications’ that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/Academy-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

Employees
Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure,

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Academy Committee and senior management of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all Academy safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Academy Committee is notified in writing of such an appointment, the safety representative, the Academy Manager shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Principal via the Deputy Principal on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Wellbeing

The following procedures and arrangements have been established within our Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

All pupil accidents must be reported in the accident book by the person dealing with the accident or administering the first aid. Accidents for employees/visitors must be reported on the accident forms located in the staff room and the Academy Manager must be informed. For more serious accidents where a pupil, employee or visitor may need to leave site to go to hospital the Principal or Vice Principal must be informed immediately. If they are not available then a member of SLT and Academy Manager will be informed. The online Entrust form must be completed by the Academy Manager for all employee/visitor accidents and any serious pupil accidents and followed up by the Principal. A review of the relevant risk assessment will take place post-accident by the Principal and Academy Manager.

Near miss forms are also available from the staff room and are to be completed by the relevant staff member reporting the issue. This will be followed up by the Principal and Academy Manager.

2. Asbestos

The caretaker is responsible for Asbestos Record System Manual, it is located in the office cupboard and in his absence the Academy Manager will ensure contractors etc. have sight of manual prior to starting any work on the premises. Staff are instructed not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual. The manual is checked by the PFI representative annually. Staff suspecting damage to asbestos materials must report this immediately to the Principal, the Caretaker or the Academy Manager. They will in turn report to Engie and Entrust H&S.

3. Contractors

Contractors are normally selected through a tendering process using architects who then arrange all working practices, meetings etc. Any concerns during work should be reported to the Academy Manager, Caretaker and Principal. Engie have their own arrangements for working on site and or selecting contractors and will then arrange with the school for site meetings. Contractors such as grounds maintenance are contracted via an annual SLA. Other contractors are selected by the Principal or Academy Manager in consultation with the Academy committee. Pre contract meetings will take place. Work will generally be carried out in the holiday period in the main school building. Notice of works for any part of the school which is under PFI will be emailed using the appropriate form to Stoke LA who will confirm if the work can take place.

4. Curriculum Safety [including out of Academy learning activity/study support]

Staff will undertake suitable risk assessments prior to lessons such as DT, cooking and PE. This will be noted on teachers' planning. (see also educational visits)

5. Drugs & Medications

Parents request to administer drugs such as antibiotics are generally agreed with the medicine kept in the staffroom fridge or locked cupboard in office and administered as specified by the parent by a First Aider. It is as the discretion of the school if medicines are administered and parents can be requested to come into school to give drugs. Specialist drugs are kept in a safe location and administered by staff who have been trained by the school nurse. The administration of these drugs are

recorded dated and signed. A drugs book recording drugs administered by school is kept in the office.

6. Electrical Equipment [fixed & portable]

All electrical equipment is tested on an annual basis by a qualified electrician and inventory is kept. All faults are reported to the Academy Manager or Mrs Clarkson in relation to ICT equipment. NO MEMBER OF STAFF IS ALLOWED TO ATTEMPT TO REPAIR ELECTRICAL EQUIPMENT.

Fixed installation inspection is carried out every 5 years.

Kitchen equipment is inspected annually by Engie technicians.

Staff are not permitted to bring personal electrical items to use in school unless they have a PAT Test label issued in the last 12 months or are new items less than 12 months old.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Fire alarm test weekly when staff are in building by caretaker.

Weekly emergency lighting test by the caretaker.

Fire extinguishers annual maintenance arranged by Academy Manager.

Reviewing of fire risk assessment is annual event undertaken by Principal, Academy Manager and committee member.

Fire drills carried out termly and recorded.

Fire service call to be made by any member of staff who suspects a fire.

Fire Risk Assessment *Annual review located in the Health and Safety File in the Principals office.*

8. First Aid

The Academy Manager is responsible for organising training and retraining of First Aiders.

A list of nominated first aiders is located on the Health and Safety notice board above the photocopier.

First Aid boxes are located in the, office, KS2 corridor, KS1 corridor, EYFS, Pre-school and the Before and After Club.

The Admin & Finance Assistant is responsible for checking & restocking.

Should any incident involving injury to a child take place, one of the nominated first aiders members of staff will be called to assist. If necessary, the Academy Manager or Admin & Finance Assistant will telephone for emergency assistance.

We record all accidents on an accident form which is sent home to inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these

numbers annually but it is essential that parents/carers inform us when contact details change. Any injury requiring hospital treatment is reported to either the Principal or Vice Principal and is recorded using the online form which is then submitted to Entrust. Fatal or major injuries are reported immediately to Entrust, the Health & Safety Department at Stoke LA, HSE and to the Chair of Academy Committee, Chair of Collegiate Directors .

Children who are unwell are kept comfortable under the supervision of a First Aider until the child's parent or other named adult on the emergency contact sheet can be contacted.

The Senior Leadership Team and office staff have access to an emergency box if required.

9. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard – children only allowed into greenhouse with supervision although safety glass is used here.

10. Hazardous Substances (COSHH)

Cleaning materials kept in locked cupboard, monitored and maintained by Green your Space cleaning Company who are in contract with the Academy.

11. Health and Safety Advice

Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777.

12. Housekeeping, cleaning & waste disposal

Caretaker removes rubbish as needed and on request. Green your Space Cleaning company employed by school remove rubbish at the end of the day. Bins are located away from the premises and in secure gated area. Cleaning company clean communal areas when majority of staff and pupils have left the building ie after 4.00pm and use slip notices if floor is wet. Caretaker responsible of disposing of sharp objects. Caretaker responsible for gritting of paths and moving snow to allow pathway through to maintenance door.

13. Handling & Lifting

Caretaker uses trolley to move heavy items. Staff instructed not to move heavy items on their own. Caretaker is trained in handling and lifting.

14. Jewellery

Pupils are not allowed to wear jewellery to school. Small stud earrings may be worn but must be removed before PE lessons.

15. Lettings/shared use of premises

See separate Lettings policy. The Hall, Astro pitch, changing rooms, playing field, caretaker house are all sublet – the diocese leases the premises and buildings to the school.

16. Lone Working

Lone working is actively discouraged. If it is necessary for one of the 3 key holders to be in the building alone they must always have a charged mobile phone with them, have told someone else from the school and next of kin that they are in the building. On leaving the building they must inform these people. The caretaker will need to

lock the gates at the end of evening sessions and may be on his own doing this he will use the school mobile phone or his own phone to make contact to say he has locked and left the building. Other staff will only be permitted to work in the building if at least one other person is on the premises.

17. Maintenance / Inspection of Equipment (including selection of equipment)

Engie organise annual inspection of smoke detection, emergency lighting, inspection of water hygiene, kitchen equipment, fire alarm, smoke detection.

PE equipment inspected annually by contractor arranged by Academy.

Fire extinguisher inspection annually.

18. Monitoring the Policy and Results

Annual Health and safety Evaluation Checklist and Self Audit carried out by Principal and Academy Manager

Annual H&S report to Academy Committee.

H&S standing item on staff meeting agenda.

KPIs reported annually to governors and are available as an appendix to this policy and maturity statement review undertaken by a representative from Entrust.

19. Poster on Health and Safety Law

Poster located on H&S noticeboard above photocopier.

20. Personal Protective Equipment (PPE)

PPE provided to caretaker and it is his responsibility to check and request new PPE from Academy Manager. Aprons are provided for Lunchtime Supervisors, requests for new PPE to Academy Manager.

21. Reporting Defects

All staff are responsible for reporting hazards. If immediate danger then details should be reported to Academy Manager and or Principal or Vice Principal and caretaker if on site. Details to be logged online via the caretaker job log which all staff have access to or jobs can be reported to the Academy Manager to log. H&S concerns a standing item on staff meeting agenda.

22. Risk Assessments

The purpose of a risk assessment is to ensure that a workplace is safe to work in and all individuals are appropriately protected from hazards. The process of a risk assessment involves firstly identifying hazards within a work place and then implementing control measures.

As the Premises Manager the Principal has overall responsibility of ensuring all risk assessments are in place, control measures are followed and reviewed.

The Principal is responsible for ensuring staff undertake risk assessments of own classrooms/work areas annually.

Academy Manager and lunchtime supervisors to undertake RA's of playground use during lunch time.

Academy Manager and Principal or Vice Principal to undertake risk assessments for special arrangements.

Annual review of all risk assessments undertaken by Principal and Academy Manager.

23. Academy Trips/ Off-Site Activities

The Academy seeks authorisation through EVOLVE, the ICT leader is the EVC and has received EVC training (May 21, reviewed every 3 years). The Principal authorises all trips. The procedure followed is in the Ed Visits handbook. Parents give permission for all visits off site via the online payment system. Statutory supervision requirements are met.

24. Academy Transport – e.g. minibuses

The Academy does not have a minibus.

25. Smoking

No smoking is allowed on the premises. Signs in Reception and outside indicate this, No smoking noted in staff handbook.

26. Staff Consultation and Communication

H&S is a standing item at staff meetings and reported termly in the HT report to Academy Committee.

H&S noticeboard is prominent in staff room. Health and safety notices are written or pinned onto the staff noticeboard if needed. H&S is a section in staff handbook.

27. Stress and Staff Wellbeing

Staff are encouraged to talk to Academy Manager, SLT or each other and ask for support. The Principal has an open door policy. Staff are offered access/signposted to supportive services eg Care First. Occupational Health, physiotherapy, Counselling. Health and safety is included in induction discussion. Support is sought from H&S Advisor when training or wellbeing needs are identified. The school arranges for the wellbeing POD for staff to check their health. A well being stress risk assessment is in place following staff survey and consultation.

28. Supervision [including out of Academy learning activity/study support]

All employees and volunteers are subject to DBS checks.

Children are not left unattended.

School visit ratios are at least as specified in guidance.

29. Swimming Pool Operating Procedures (where applicable)

NA

30. Training and Development

Staff handbook given to new staff with H&S information.

31. Use of VDU's / Display Screens / DSE

Defects are reported to ICT technician by email or in person and these are acted upon at earliest opportunity.

A DSE user is a person who uses display screen equipment as a significant part of their normal work for an hour or more at one time, not infrequent users or short-term use. Regular short breaks or change of activity away from the DSE are encouraged to avoid risk of fatigue.

Staff may request an eyesight test if they are significant users. This can be arranged through the Newman Catholic Collegiate via the Academy Manager.

Staff should report health concerns to the Principal.

32. Vehicles on Site

Vehicles are not allowed on the areas used by children. Grass cutting machines will have to travel over the KS2 playground but will only do so when there are no pupils in school or if heavily supervised by staff of the school. The gate to the KS2 playground is kept padlocked and shut all the time. Pedestrian access over the car park will be provided for the use of the parents who will be taking their children to the Pre-School, these parents will be instructed to be mindful of cars entering or exiting the car park. Cars will park in the bays provided and are for staff and visitors only. Parent's cars are not allowed in the car park during the day. Delivery vehicles can drive into the car park during school hours.

33. Violence to Staff / Academy Security

Staff are required to report all incidents of verbal or physical violence and these are logged and reported to the Academy committee and police involved if necessary.

All visitors and supply staff have to sign in and wear a lanyard provided. Security doors are controlled from the main Reception area. Children are not allowed to exit via these doors without a member of staff pressing the button.

KS1 and EYFS Parents leave and collect their children at the classroom doors or in the case of KS2 at the main entrance/exit doors for pupils. Pupils wait by this door in the morning until it is opened at 8.50, it is locked at 9.00 and opened again at the end of the day at 3.15. The gate to the EYFS is also locked and unlocked at these times except at 3.10 for the end of the day. Gates to the car park and paths are unlocked at 7.00 to allow access to the Before and After Club and main entrance for staff. The gate between the car park and KS2 playground is locked at 8.50 and is kept unlocked while after club is operating after school.

All children participating in after school clubs are collected from the main reception area and are seen through the security door by an adult who checks that they are collected by a parent/carer.

34. Working at Height

No staff will work at height. Engie staff have their own arrangements. Specialist equipment is hired if the hall lights projector need to be worked on by trained technician.

35. Water Hygiene

Caretaker is responsible for weekly checks which are recorded and then checked at monthly intervals by Engie. Manual kept in locked cupboard by office.

36. Work Experience

Work placements are accepted from local high schools and colleges all who have their own safety checks and monitor their students.

Appendix One - Key Performance Indicators

Incident Reporting

- *Incidents reported and logged as required*
- *Data recorded and analysed termly*

Near Miss Reporting

- *Near misses reported and logged as required*
- *Data recorded and analysed termly*

Fire Safety

- *Staff trained to policy*
- *Fire drill completed termly*
- *Fire alarm testing weekly*
- *Emergency lighting tested weekly*
- *Annual extinguisher audit*
- *Annual hydrant inspection and testing*

Water Safety

- *Weekly flushing*
- *Monthly/quarterly/6 monthly/annual tasks*
- *Annual risk assessment*

Wellbeing

- *Risk assessment for all areas reviewed annually*
- *COSHH updated as required*

<u>Current Policy Review</u>	September 2021
<u>Next Policy Review</u>	September 2022
<u>Premises Manager (Principal)</u>	Mrs L Hamilton
<u>Chair of Academy Committee:</u>	Mrs G Hodgkinson