



ST THOMAS

CATHOLIC ACADEMIES TRUST

HEALTH & SAFETY POLICY

Name and address of School	St Vincent's Catholic Primary School
Signed (Headteacher)	S. Chiswell
Signed (Governor responsible for H&S)	Chris Harkin
Overall and final responsibility for health and safety is that of:	Headteacher & Local Academy Committee
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	See register of persons with delegated responsibilities.
Date of Adoption	29.11.21
Next review (Annual)	September 2022

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General Statement of Health and Safety:

This Health & Safety Policy is based on the fundamental elements of Health & Safety:

- **Plan** – leaders should set the direction for effective health and safety management
- **Do** – introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- **Check** – monitoring and reporting
- **Act** – a formal management review of existing health and safety performance. Take action and report deficiencies in processes or a breach of Health & Safety. Find realistic and sensible solutions to Health & safety situations.

The Board of Directors acknowledge and accept that the **St Thomas Catholic Academies Trust** has the prime responsibility for health and safety across all schools and that Local Academy Committees within the Academy Trust and Headteachers have specific responsibilities to manage health, safety and welfare at local level. These responsibilities are laid out later in this policy.

In addition to the duties contained in this policy, the Directors, Local Academy Committee Governors and school leaders have a responsibility to:

- To support the published policies and aims of the Academy Trust;
- To promote continuous improvement in the health and safety performance; and
- To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

This Health and Safety Policy sets out our approach to health and safety. It explains how your employer, St Thomas Catholic Academies Trust, will manage health and safety in our Schools.

This Policy applies to all educational establishments where St Thomas Catholic Academies Trust is the employer. It is augmented by departmental health and safety arrangements, procedures and safe systems of work as deemed appropriate. The employer's legal duties are placed on St Thomas Catholic Academies Trust. In turn, through the Academy Trust's Scheme of Delegation and Accountability Matrix, certain responsibilities are placed on the Board of Directors, Local Academy Committees, Headteachers and staff.

St Thomas Catholic Academies Trust Health and Safety Policy aims:

- Prevent accidents and cases of work-related ill health
- Establish a culture of employee engagement in all aspects of Health and Safety, including consultation processes where appropriate.
- Maintain safe and healthy working conditions
- Manage Health & Safety risks in our workplace
- Ensure clear instructions, information and adequate training are available to ensure employees are competent to do their work
- Ensure a clear commitment to Personal Protective Equipment
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Implement emergency procedures, including evacuation in case of fire or other significant incidents
- Ensure a commitment to Review and revise this Policy whenever required, at least annually

Director and Local Academy Committee Governor Involvement:

In an educational establishment it is necessary for those involved in governance to be involved in the management of health and safety.

Individual Local Academy Committees and the Board of Directors may make their own specific system, but the minimum expectation is an inspection of premises by the designated Local Academy Committee Governor for Health and Safety (or a nominated alternative as appropriate) at least twice per year. Local Academy Committee Governors may also wish to include an annual detailed examination of policies, incident investigation and the vetting of risk assessments.

In general terms, the role of the Board of Directors and each Local Academy Committee is as a critical friend with a strategic eye. While every school will have its own approach, a working party of the St Thomas Catholic Academies Trust has established a role descriptor for the Local Academy Committee Governor responsible for overseeing Health and Safety and a visit form that may be used to support scrutiny activities over the course of the year.

Director duties:

The Directors of the St Thomas Catholic Academies Trust will:

- Ensure this and associated policies are updated in line with changes in legislation / best practice and reviewed at least annually
- Ensure adequate funds are reserved at each school to meet annual maintenance costs not covered by School Condition Allowance or Devolved Formula Capital
- Ensure there is quality oversight of building and plant maintenance across the Academy Trust through the 5 Year Strategic Maintenance Plan
- Ensure there is quality Health and Safety support in place for all schools
- Ensure there is a quality system for reporting on all aspects of Health, Safety and Compliance
- Ensure there is an independent audit of general Health and Safety at least every 3 years as required through the Academy Trust Handbook, with further independent audit commissioned for high-risk areas (asbestos, legionella, fire); and
- Ensure the recommendations from audit outcomes are shared and implemented as appropriate.
- Ensure each school (Headteacher and Local Academy Committee) receives a detailed Health and Safety Report from the Trust Compliance Manager each year.
- Ensure adequate training is in place for both Directors and LAC Governors

Local Academy Committee duties:

Local Academy Committee Governors will:

- Formally adopt this policy and any revisions each year
- Ensure members of the Committee are appropriately trained to carry out the duties associated with Health and Safety governance
- Ensure the school budget includes adequate provision for the maintenance of buildings and machinery in accordance with the finance benchmarks identified by the Board of Directors
- Ensure there is a LAC approved maintenance plan in place for the school
- Ensure there is a designated LAC Governor for Health and Safety
- Ensure at least 2 site visits by the LAC Governor or their representative annually – with more where there is a specific need to do so
- Receive and consider the annual Health and Safety report from the Trust Compliance Manager and monitor the implementation of key recommendations

Chief Operations Officer and Trust Compliance Manager Duties:

It is the responsibility of the Chief Operations Officer and Trust Compliance Manager, together with school-based staff and Trust Premises Managers, to provide the support necessary for there to be full compliance with all Health and Safety requirements. While it remains the legal responsibility of Headteachers to be sure that all matters of Health and Safety are being addressed in full, it is the duty of other staff to carry out the work that results in that compliance.

The Chief Operations Officer and Trust Compliance Manager will:

- Update this policy annually and ensure all related policies are updated to reflect changes legislation / best practice
- Provide a 5-year Trust Maintenance Plan ensuring:
 - a progressive, innovative, and safe learning environment to enhance student instruction and performance.
 - the most effective, best value maintenance solutions possible.
 - the use of the most effective technology to manage aspects of the facility to lower unnecessary expenses.
- Establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within the Academy Trust are adhered to.
- Provide an audit report annually for each school in the Academy Trust
- Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards and recommending provision of such additional facilities and procedures, including financial provision; Embed a quality system for reporting on all aspects of Health, Safety and Compliance
- Lead on the implementation of Risk Assessment and to manage the risks faced by our schools effectively
- Support and advise the Board of Directors and other stakeholders on all aspects with regards to Health, Safety and Compliance, helping them to meet their statutory obligations

Headteacher & School Leader Duties:

The Headteacher & Local Academy Committee will be responsible, through appropriate line management, for ensuring that the General Policy Statement on Health & Safety is implemented, and that adequate advice on health, safety and welfare matters is made available to all persons affected by this policy.

The Headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from the Academy Trust are implemented. The Board of Directors and Local Academy Committee must ensure that the Headteacher is assisted in implementing this Policy, advice and guidance of the Academy Trust and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the establishment is managed. This duty extends to ensuring that:

- Meeting the relevant requirements of all current legislation including the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999;
- Delegating certain staff with responsibility for specific duties within the establishment's health and safety management framework;
- Appointing responsible persons to co-ordinate the actions of staff and pupils in the event of a fire;
- Maintaining the school and the whole of the site in a condition that is safe and without risks to health, and providing and maintaining means of access and egress that are without such risks;
- Providing and maintaining a working environment for employees that is, without risks to health, and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of all employees of the establishment;
- Providing and maintaining plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health;

- Arranging and ensuring, as far as is reasonably practicable, safe working systems for handling, storage and transport of articles and substances;
- Arranging and ensuring, as far as is reasonably practicable, safe working systems for managing the movement and transport of pupils who may have particular physical and/or learning disabilities;
- Consultation with staff on all health and safety issues through the establishment of a Health and Safety Committee who will meet at least 4 times a year;
- Appointing a person(s), or as the case may be, making full use of the services of the person(s) competent to assist and advise on matters relating to statutory obligations under health and safety legislation as required by the provision of regulation (6) of the Management of Health and Safety at Work Regulations 1999
- Taking responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) legislation;
- Ensuring that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient persons responsible for evacuation of the premises in the event of such an emergency have been identified and made known to all other staff and pupils;
- Ensuring that all accidents, near misses and dangerous occurrences are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
- Liaison with the Health and Safety Executive, local authorities, Fire Service and any other statutory bodies as appropriate.
- Ensuring that staff with responsibility for a department, or building will maintain good health and safety practices in these areas, and ensure that all employees under their supervision are properly supervised and trained, having regard to the hazards of the jobs involved;
- Ensuring that staff co-operate with the Headteacher and Local Academy Committee members to achieve a healthy and safe work place, and take reasonable care of themselves and others who may be affected by their acts or omissions at work, properly using the procedures and facilities provided for their health and safety at work, and refraining from wilful misuse in the interests of health, safety and welfare;
- Ensuring that all employees of the Academy Trust do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.
- Ensuring that the Health & Safety Policy and subsequent revisions are drawn to the attention of all existing and new employees and establishing the most effective means of achieving this objective with the assistance of all levels of management;
- Ensuring that the Health & Safety Policy will be reviewed annually, or more frequently if required by changing circumstances;
- Ensuring that effective arrangements exist for consultation with all employees on health and safety matters.

Staff: Your responsibility:

All Staff should have regard to their own health and safety and that of others including pupils, visitors and colleagues. They should communicate any concerns to the appropriate person or to the Headteacher so that hazards can be dealt with quickly.

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the local Academy Trust School and follows the overall management structure of the Academy Trust. For example, a Head of department or subject coordinator therefore has an implied higher level of responsibility than a basic grade teacher, even if the H&S policy doesn't provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

St Thomas Catholic Academies Trust – Who to contact:

As the employer the Board of Directors has overall responsibility for Health and Safety. The COO (Chief Operations Officer) has responsibility for day-to-day management of specific health and safety issues and is known as the Responsible Person.

At a local level, duties and responsibilities have been delegated as detailed below:

- It is the Head Teacher & Local Academy Committees' duty to delegate the responsibility for specific health & safety duties to certain members of staff.
- The Head Teacher & Local Academy Committee members must satisfy themselves that these posts are filled with 'competent' people. The definition of a competent person is 'a person with sufficient training, experience, knowledge and other qualities to fulfil a general or specific function'. The Board of Directors employs a competent person who holds the NEBOSH Diploma or certificate qualification and keeps up to date with current and upcoming legislation.
- Anyone, who is involved in any operation that is inherently hazardous, including supervision and training, must be competent to perform that work safely and without undue risk to themselves or others.
Contractors, Consultants, Advisers and Trades people are required to prove their competency to carry out duties or advise in their specialised field.

The following record is a list of all persons, deemed competent by the COO, with specific delegated responsibilities within the establishment:

Position and Responsibility	Name
Trust Senior Management (All Academy Trust Schools) Estates, IT and Operations Leadership team	Clark Campbell, Chief Operations Officer ccampbell@stcat.co.uk 01582 361620 NCRQ Qualification IOSH Qualification
Trust Compliance Manager (All Academy Trust Schools) Health & Safety/Compliance	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631 NEBOSH Certificate Qualified Qualified Fire Risk Assessor IOSH Qualification
School Business Manager	Where a school has a School Business Manager they should be the first port of call. They can seek support from the Academy Trust team at any time
Trust Premises Manager (Bedfordshire Schools) Premises	Paul Robson. Trust Premises Manager probson@stcat.co.uk 01582 361 630
Trust Premises Manager (Slough/Bucks Schools) Premises	Recruitment Sept 2021

Delegated Responsibilities:

- The person(s) appointed as competent by the Headteacher & the Local Academy Committee of the Academy Trust School, to advise on health and safety, shall assist in the monitoring and review of procedures and policy as required. The person(s) will also be responsible for ensuring that everybody at the establishment is kept fully up to date with changes in legislation, working practices and other issues in relation to health and safety within the establishment.
- The person(s) responsible for coordinating First-Aid, will ensure that provisions conform to the Health and Safety (First-Aid) Regulations 2013 and the revised approved code of practice issued by the HSE in 1992.
- The member of staff with designated responsibility for each area will ensure that, where applicable, all statutory notices are displayed and the relevant registers kept up to date and available for inspection. Where required individual areas will have additional Health & Safety Risk Assessments to take account of particular circumstances e.g. Physical Education, Design & Technology and Science.
- Members of staff with a specific responsibility, such as for site maintenance, or medication will be responsible for maintaining good health & safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Headteacher & Local Academy Committee members of any subsequent specialist requirements for the health and safety of staff or pupils.
- Line managers and delegated persons are responsible for keeping themselves and all members of their team up to date with any changes to working methods or procedures pertaining to this policy and any associated documentation.
- Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm.
- All staff will be responsible for ensuring that all accidents, incidents, near misses, dangerous occurrences, injuries and instances of violence are reported.
- All staff shall familiarise themselves with the contents of this Policy and any associated documentation pertaining to their activities, and at all times comply with all requirements contained therein. They shall comply with any safety instructions from their line manager. They must wear any protective clothing and other equipment, or devices supplied not wilfully misuse or abuse such equipment or devices and report any defects, or other safety hazards encountered.

All staff, volunteers and students who are required to operate or use vehicles, plant, machinery or equipment must receive adequate training **and written authorisation** as appropriate. In the case of vehicle drivers, the appropriate license must be held, and their authorisation to drive is approved by the Headteacher.

Delegated responsibility for:	Job title, Person responsible, contact details (phone & email)
Governor with Health & safety responsibilities	Chris Harkin chrakin@stcat.co.uk 07958667759
Communication and information management	Steve Chiswell head@stvincentshr.org 01582 862456
Local H&S System & Policy review	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Critical Incident Management	Steve Chiswell head@stvincentshr.org 01582 862456

Delegated responsibility for:	Job title, Person responsible, contact details (phone & email)
Incident/Accident/Near Miss/Dangerous Occurrence reporting/investigation including RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel:	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
'Responsible Person' for fire, legionella, asbestos	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
i H&S Training	Headteacher will provide training as deemed necessary Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Programmed updating training (Smartlog)	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Personal safety procedures	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Site maintenance	Trust Premises Manager (St Alban Partnership) Paul Robson. probson@stcat.co.uk 01582 361 630 Trust Premises Manager (Slough/Bucks) Recruitment September 21 All Trust Site Agents
Planned checks Procedures/Premises/Equipment	Trust Premises Manager (Beds) Paul Robson. probson@stcat.co.uk 01582 361 630 Trust Premises Manager (Slough/Bucks) Recruitment September 21
Risk assessments for premises/job roles/pregnant staff	Pregnant staff: Headteacher will allocate. Other: Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Emergency Evacuation	Steve Chiswell head@stvincentshr.org 01582 862456
Infection Control	Steve Chiswell head@stvincentshr.org 01582 862456
Educational trip and activity risk assessments	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Fire procedures including personal emergency evacuation plans	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Locally organised premises maintenance, repair and improvement	Trust Premises Manager (St Alban Partnership) Paul Robson. probson@stcat.co.uk 01582 361 630 Trust Premises Manager (Slough/Bucks) Recruitment

Delegated responsibility for:	Job title, Person responsible, contact details (phone & email)
First Aid Staff (training and equipment) & Medication	Steve Chiswell head@stvincentshr.org 01582 862456
Vehicle control and pedestrian safety	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Educational visits coordinator (EVC)	Steve Chiswell head@stvincentshr.org 01582 862456
Stress and Wellbeing	Sarah Ball sball@stvincentshr.org 01582 862456
Vehicles owned by Trust	Trust Premises Manager (St Alban Partnership) Paul Robson. probson@stcat.co.uk 01582 361 630 Trust Premises Manager (Slough/Bucks) Recruitment
Child Protection Co-ordinator	Sarah Ball sball@stvincentshr.org 01582 862456
Supporting pupils with medical needs	Sarah Ball sball@stvincentshr.org 01582 862456
Premises Security and Visitor Management	Trust Premises Manager (St Alban Partnership) Paul Robson. probson@stcat.co.uk 01582 361 630 Trust Premises Manager (Slough/Bucks) Recruitment
Contractors on site	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631 Trust Premises Manager (St Alban Partnership) Paul Robson. probson@stcat.co.uk 01582 361 630 Trust Premises Manager (Slough/Bucks) Recruitment September 21 All Trust Site Agents
Outside lettings	Steve Chiswell head@stvincentshr.org 01582 862456 Risk assessments and RAMS: Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
After school and Holiday clubs and activities (not Lettings)	Steve Chiswell head@stvincentshr.org 01582 862456
Catering Food Safety	Steve Chiswell head@stvincentshr.org 01582 862456
COSHH	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Behaviour Management and Bullying	Steve Chiswell head@stvincentshr.org 01582 862456
Significant Building works	Clark Campbell, Chief Operations Officer ccampbell@stcat.co.uk 01582 361620

Delegated responsibility for:	Job title, Person responsible, contact details (phone & email)
Cleaning	Trust Premises Manager (St Alban Partnership) Paul Robson. probson@stcat.co.uk 01582 361 630 Trust Premises Manager (Slough/Bucks) Recruitment
Personal Protective Equipment (PPE)	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Safeguarding	Sarah Ball sball@stvincentshr.org 01582 862456
Severe Weather	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Smoking on school sites	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Noise and Vibration	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Working at Height	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Manual Handling	Jen Matthews. Trust Compliance Manager, jmatthews@stcat.co.uk 01582 361 631
Other (specify)	

¹ Overall training responsibility may be allocated to a number of people. Induction training can be a routine line management responsibility, continuous professional development and technical training may be coordinated separately. What is important is that an annual training needs analysis is carried out to ensure that requirements are identified and met within a reasonable period of time

Risk Assessments:

The Academy Trust is required by law to protect employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum the Academy Trust must do is:

- Identify what could cause injury or illness in your business (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Act to eliminate the hazard, or if this isn't possible, control the risk

Assessing risk is just one part of the overall process used to control risks in your workplace.

All schools currently have Risk assessments in place. The Academy Trust are working towards a central record of Risk Assessments for all activities in a School environment. All schools will have access to this central record when completed.

Review and evaluation:

The Board of Directors will regularly monitor and review this Health and Safety Policies to ensure they are reducing risks. As part of this monitoring, the Board of Directors should investigate incidents to ensure that:

- they are taking appropriate corrective action
- they are sharing learning
- necessary improvements are put in place

Each Academy Trust School should regularly (at least annually) consider how they measure their performance. They should set up an effective monitoring system, backed up with sensible performance measures.

Where there is a health and safety incident at the school, the competent person and others with health and safety responsibilities, should assess the effectiveness of the school's procedures and its response. They should make necessary changes to policies and procedures.

This Health & Safety Policy must be read in conjunction with the following Policies and related documents:

Trust Safeguarding Children Policy and Child Protection Procedure	Trust Manual Handling Policy	Trust Risk Assessments
Behaviour Principles Written Statement	Trust Noise and Vibration Policy	Trust Working at Height Policy
Trust First Aid Policy	Trust Legionella Management Plan	Trust Lone working Policy
Trust Display Screen Equipment Policy	Trust Exams Fire/Bomb/Lockdown Procedure	Trust COSHH Policy COSHH Risk Assessment templates
Trust Managing Medication Policy	Trust Fire Management Plan	Trust Lettings Policy
Trust Incident/Accident Report Policy Trust Accident/Incident manual reporting form (when Smartlog not available) Trust Accident/Incident Investigation form	Trust Personal Emergency Evacuation Plan (PEEP) Guidance Trust Personal Emergency Evacuation Plans (PEEP)	Trust Vehicle Segregation Policy (segregation control and pedestrian safety)
Trust Managing work related stress Policy	Trust Asbestos Management Policy Trust Asbestos authorising procedure Trust Asbestos Permit to Work	Trust Permission to Works Procedure (Contractors/Site Staff controlled works) Trust Permit to Work Trust Hot Works Permit
		Trust working at Height Permit

This document must be made available to all staff within the Academy Trust. It is not necessary to provide a copy to each person though a copy must be provided if requested. It is generally sufficient to make the document readily available to ALL staff