



## **ST THOMAS CATHOLIC ACADEMIES TRUST**

# **HEALTH & SAFETY POLICY FOR SCHOOLS IN THE ST ALBAN PARTNERSHIP 2020-21**



CARDINAL NEWMAN  
CATHOLIC SCHOOL



ST MARGARET OF  
SCOTLAND CATHOLIC  
PRIMARY SCHOOL



ST MARTIN DE PORRES  
CATHOLIC PRIMARY  
SCHOOL



ST MARY'S CATHOLIC  
PRIMARY SCHOOL



ST VINCENT'S CATHOLIC  
PRIMARY SCHOOL

<b>Signed (Headteacher)</b>	<b>Steve Chiswell</b>
<b>Signed (Chair of Local Academy Committee)</b>	<b>Colette Donohue</b>
<b>Next review</b>	<b>June 2021</b>

**Next Review – June 2021**

This is the statement of general policy and arrangements for:		<b>ST VINCENT'S CATHOLIC PRIMARY SCHOOL</b>	
Overall and final responsibility for health and safety is that of:		<b>HEADTEACHER &amp; ACADEMY COMMITTEE</b>	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:		<b>SEE REGISTER OF PERSONS WITH DELEGATED RESPONSIBILITIES</b>	
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (customise to meet your own situation)</b>	
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	<b>SEE REGISTER OF PERSONS WITH DELEGATED RESPONSIBILITIES</b>	SEE HEALTH & SAFETY RISK ASSESSMENT SECTIONS A-L	
To provide adequate training to ensure employees are competent to do their work.	<b>SEE REGISTER OF PERSONS WITH DELEGATED RESPONSIBILITIES</b>	HEADTEACHER WILL PROVIDE TRAINING AS DEEMED NECESSARY	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	<b>SEE REGISTER OF PERSONS WITH DELEGATED RESPONSIBILITIES</b>	SEE HEALTH & SAFETY RISK ASSESSMENT SECTION H	
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> .	<b>SEE REGISTER OF PERSONS WITH DELEGATED RESPONSIBILITIES</b>	SEE HEALTH & SAFETY RISK ASSESSMENT SECTION B & C	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	<b>SEE REGISTER OF PERSONS WITH DELEGATED RESPONSIBILITIES</b>	SEE HEALTH & SAFETY RISK ASSESSMENT SECTIONS A-L	
Health and safety law poster is displayed:	STAFFROOM/MAIN RECEPTION		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923	MEDICAL AREA, SCHOOL OFFICE, YEAR 5 & 6 DISABLED TOILET (Logged on Medical Tracker) SCHOOL OFFICE		
Subject to review, monitoring and revision by:	HEADTEACHER AND CHAIR OF ACADEMY COMMITTEE	Review cycle	ANNUALLY

Where reference is made to the school site Health & Safety Risk Assessment, a copy can be obtained by request to the Headteacher at any time.

### **Headteacher & Academy Committee Duties**

The head teacher & 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 & Academy Committee duties will include:**

- 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 managing the movement and transport of pupils who may have particular physical and/or learning disabilities;
- Arranging and ensuring, as far as is reasonably practicable, safe working systems for handling, storage and transport of articles and substances;
- Consultation with staff on all health and safety issues and if requested formally convene a Health and Safety Committee;
- 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

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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);
- 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;

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;

Ensuring that all accidents and 'near misses' 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 & 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 the General Policy Statement on Health & Safety 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 General Policy Statement on Health & Safety and the Arrangements 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.

### The Delegated Responsibilities

- The person(s) appointed as competent by the Headteacher & the academy committee of the establishment 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 policies to take account of particular circumstances e.g. Physical Education, Design & Technology, Science, and Swimming.
- 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 & academy committee members of any subsequent specialist requirements for the health and safety of staff or pupils.
- The 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, 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

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 appropriate. In the case of vehicle drivers, the appropriate license must be held, and their authorisation to drive is approved by the Headteacher & Academy Committee.

## **Register of Persons with Delegated Responsibilities**

- It is the head teacher & academy committees' duty to delegate the responsibility for specific health & safety duties to certain members of staff.
- The head teacher & 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'.
- 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 head teacher & academy committee members, with specific delegated responsibilities within the establishment.

<b>Delegated responsibility for:</b>	<b>Name</b>
Health & Safety	Steve Chiswell
Risk Assessments	Jen Matthews
Fire procedures and systems	Jen Matthews
First-Aid	See latest list of First Aid Certificate holders -below
Premises	Clark Campbell, Jen Matthews and & Premises Team
Medication	First Aiders – see list below
COSHH	Jen Matthews
Catering	Jen Matthews
Visits/activity holidays	Steve Chiswell
Site maintenance	Jen Matthews & Premises Team
Electricity	Jen Matthews and Premises Team
Vehicles	Jen Matthews
Emergency Evacuation	Headteacher & Jen Matthews
Emergency First Aiders	Carol Bisset, Martine Bowker, Nikki Delaney, Minaxi Devshi, Andrew Price, Andena Yearwood
Paediatric First Aiders	Patricia Coskeran, Fiona Macey, Tahir Majeed, Agnes Matusz, Louise Osborne, Elizabeth Sheanon, Vanessa Stagg, Monica Stepniak