



## **Statutory Health and Safety Policy for ACT and the following Academies:**

Our Lady of Lourdes Catholic Primary School  
Sacred Heart Catholic Primary School  
St Helen's Catholic Primary School  
Holy Family Catholic Primary School  
St Teresa's Catholic Primary School  
St Joseph's Catholic Primary School  
St George's Catholic Primary School  
Our Lady of Ransom Catholic Primary School  
St Thomas More High School

**This Health & Safety Policy has been approved and adopted by the Assisi Catholic Trust in January 2018 and reviewed in November 2020.**

**Committee Responsible: Audit and Risk Committee**

Assisi Catholic Trust Mission Statement

*Our mission is to inspire the children in our care and that our schools place Christ and the teaching of the Catholic Church at the centre of all we do. We believe that every child has a right to educational excellence and we are committed in partnership to ensure this happens.*

Motto

*'Start doing what is necessary, then do what's possible and suddenly you are doing the impossible'*

## Statutory Health and Safety Policy

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### 1. Introduction

This policy contains two sections, the policy statement and the links to each individual academy's organisational arrangements for managing health, safety and wellbeing.

The policy statement is the mission statement of the Trust with respect to health and safety. It sets out the approach of the Trust to its health and safety responsibilities. It demonstrates the commitment of the Trustees to the effective management of health and safety.

The organisational arrangements for each Academy are delegated to the Headteacher and Local Governing Committee. This enables them to set out the effective management of health, safety and wellbeing within their academy, including the allocation of responsibilities for health and safety. Individual Academy Health & Safety policies should be read for the detail of individual organisational arrangements.

The Trusts Health and Safety Policy should be read in conjunction with all other Health and Safety Guidance policies and Safeguarding and Child Protection policies in line with the 'Keeping Children Safe in Education' DFE Guidance.

## 2. Policy Statement

The Trust Board recognises and accepts their responsibility as the employer for providing, in accordance with the law, work places and work practices that are safe for employees, pupils, visitors, contractors and anyone else that might be affected by their work activities. In particular, the trust commits to provide and maintain:

- Safe premises
- Safe places of work
- Safe access and exit
- Safe plant and equipment
- Arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment
- Appropriate communication with employees
- Committee arrangements for the consideration of health and safety matters
- Activities that do not adversely affect the Health and Safety of non-employees.

To support this commitment, the Trust Board regards current legal or statutory requirements as setting the minimum standard we must achieve. Whenever required, these will take precedence over all other trust and individual academy activities, which will be suspended until appropriate actions are implemented.

The Trust Board recognises that comprehensive understanding and implementation of Health and Safety policy can contribute to the performance of each academy and therefore the overall Trust and help to achieve our objectives by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

The day to day duty of ensuring health and safety rests with the Headteacher of each individual academy and without detracting from this primary duty, health and safety matters will be administered by the Headteacher who will work on behalf of the Trust Board by providing and interpreting policy for their individual circumstances.

The Trust Board will provide competent professional health and safety advice and additional resources and finance when required, and, is committed to pursuing progressive improvements in Health and Safety performance.

The Headteacher must report to their Local Governing Committee every term on all significant health and safety matters and as and when there is a major accident or incident. The Headteacher commits to include in an annual reports details of its health and safety performance. Each Academy Headteacher and/or Chair of the LGC, commits to share this annual report with the CAO and safety matters as and when there is a major accident or incident.

All Trust employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and anyone else who might be affected by their work activities.

The Trust Board recognises that employees are a key resource and are crucial to the success of the Trust and understands the contribution employees can make to policy implementation.

All employees have a duty to cooperate with the employer to ensure good safety management and to comply with the Trust and individual academy's health and safety policy. Failure to do so could result in disciplinary action or prosecution.

The policy will be reviewed at least annually and as and when necessary and a copy of this statement will be issued to all employees.

A handwritten signature in black ink, appearing to be 'S. Ache'.

Chief Accounting Officer: \_\_\_\_\_

### 3. Organisational Arrangements for Managing Health, Safety and Wellbeing

The following information defines the responsibilities of individuals and groups in the organisation, planning, implementation and review of the health and safety management system. When those with responsibilities are absent for significant periods of time, adequate delegation of duties will be made.

For detailed arrangements relating to individual areas of health, safety and wellbeing, refer to the policies and guidance documents listed in Appendix B.

#### 3.1 Assisi Catholic Trust Board

The Chair of Trustees and Trust Board have overall responsibility for the control, direction and allocation of resources that are made available to manage health and safety. Where necessary, they will ensure that adequate resources are available to support the implementation of this policy and they will take competent advice when considering all areas relating to health and safety. Trustees are legally responsible for all health and safety matters.

The Trust Board will:

- Ensure Local Governing Committees consult with employees on matters concerning health and safety in accordance with the Consultation with Employee Regulations.
- Receive an annual report and discuss significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports.
- Ensure annual safety inspection reports and monitor LGC minutes to ensure these are examined and discussed with respect to any action required.
- Delegate responsibility to LGC's to agree recommendations to improve the health, safety and wellbeing of staff, pupils and visitors made by the Headteacher for the effective day to day running of the individual academy.
- Monitor progress on recommendations from authoritative sources.
- Monitor the effective implementation of the health and safety policy.
- Review and update the contents of the health and safety policy annually.

#### 3.2 Local Governing Committees

The Chair of the Local Governing Committee and Local Governing Committee have overall responsibility for the control, direction and allocation of resources that are made available to manage health and safety in their academy. Where necessary, they will ensure that adequate resources are available to support the implementation of this policy and they will take competent advice when considering all areas relating to health and safety. Governors are legally responsible for all health and safety matters.

The Local Governing Committee have responsibility to ensure that:

- Consult with employees on matters concerning health and safety in accordance with the Consultation with Employee Regulations.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds and resources are set aside with which to operate safe systems of work.

- Discuss significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports and report these to Trustees.
- Examine safety inspection reports and discuss any action required, reporting to Trustees as necessary.
- Agree recommendations to improve the health, safety and wellbeing of staff, pupils and visitors.
- Monitor progress on recommendations from authoritative sources.
- Monitor the effective implementation of the academy's health and safety policy.
- Review and update the contents of the academy's health and safety policy annually.
- Ensure an annual report on Health & Safety is produced for Trustees.

### 3.3 Headteacher

The Headteacher is legally responsible for health and safety matters at their academy site and when staff and pupils are engaged in academy activities off site. The Headteacher has overall responsibility for the development, implementation and review of the academy's health and safety policy and the development, implementation and review of its health and safety management system. Each individual Academy Policy and Management System is found on their Academy website listed in Appendix A.

The Headteacher supports the Local Governing Committee by ensuring that:

- Leadership and direction is provided so that the health, safety and wellbeing of all employees, pupils and other persons affected by academy activities is assured and ensure that all management decisions reflect the principles of the academy's Health and Safety Policy.
- Arrangements for health and safety are planned, organised, documented, controlled, monitored and reviewed for employees, pupils, visitors, contractors and others affected by the academy's work activities.
- Familiarity with the contents of this policy to ensure that the policy and safety compliance files are readily available.
- The organisation arrangements for Health and Safety are reviewed annually and are communicated to all employees.
- That all employees receive appropriate health and safety information and training.
- Appropriate information on significant risks is given to visitors and contractors.
- There is coordination with others to identify health and safety training needs.
- Monitoring that those with delegated responsibilities prepare and review their own Health and Safety arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, testing and inspections.
- Monitoring that accidents, illnesses and incidents are reported and investigated and proper notifications are made as appropriate.
- Liaising with the HSE/EHO/Fire Service as appropriate.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.

- Ensure appropriate health and safety notices displayed as identified.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- A report to the Local Governing Committee on the health and safety performance of the school is completed annually.

The Headteacher delegates responsibility for individual areas of health and safety to appropriate members of staff as outlined in their Academy Health & Safety policy. It is the responsibility of the Headteacher to ensure that these delegated tasks are undertaken and that those involved are provided sufficient time to undertake their duties.

These duties may include:

- a. Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- b. Making provision for the inspection and maintenance of work equipment throughout the school.
- c. Keeping records of all health and safety activities.
- d. Advising the Headteacher of situations or activities, which are potentially hazardous to the health, and safety of staff, pupils and visitors.
- e. Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- f. Carrying out any other functions devolved to him/her by the Headteacher or Local Governing Committee.
- g. Ensuring that unsafe conditions are reported and dealt with to agreed timescales.

### **3.4 Teaching/non-teaching staff holding posts/positions of special responsibility**

This includes Deputy Headteachers, Curriculum Coordinators, Heads of Year, Heads of Departments, Clerical Managers and Supervisors, Technicians and Site Managers/Agents and Caretakers.

They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Coordinator.

- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.
- Include health and safety in the annual report for the Headteacher.

### **3.5 Health and Safety Representative**

The Academy's Health and Safety Representative is elected by, and acts on behalf of, staff to present staff health and safety concerns to the Headteacher and Local Governing Committee. The Health and Safety Representative will assist in the investigation of potential and actual hazards, dangerous occurrences, and staff complaints relating to health and safety. The Health and Safety Representative will be given support and assistance in accordance with the Safety Representatives and Safety Committees Regulations.

### **3.6 Individuals**

All employees, pupils, contractors, visitors and any other persons entering any academy premises or those who are involved in academy activities are responsible for exercising care in relation to themselves and others who may be affected by their actions.

Those in charge of visitors, including contractors, must ensure that they adhere to the requirements of this health and safety policy. All visitors must be supervised and have a named contact with whom to liaise.

#### **3.6.1 Employees must:**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Make sure that work is carried out in accordance with this policy, procedures and risk assessments and those of the individual academy.
- Protect themselves and others by using any guards or safety devices provided and by wearing the personal protective equipment (PPE) provided and never interfere with or disconnect any safety devices.
- Adhere to training and instructions.
- Inform their immediate line manager, Headteacher or site manager of any new hazards identified.
- Offer any suggestions that they think may improve health and safety via a designated Health and Safety Representative.
- Report all accidents, near misses, ill health, fires, incidents and defects as soon as possible, in accordance with Academy procedure.
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment.
- Follow safe working procedures.
- Cooperate with other persons to enable them to carry out their health and safety responsibilities.
  
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered. Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities are appropriately reassigned in their absence. The employee's immediate superior must approve such reassignments.

### **3.6.2 Teaching Staff must:**

- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special measures of the teaching area they are in.
- Give clear instructions and warnings to students as often as necessary.
- Integrate all relevant aspects of safety into the teaching process and if necessary give dedicated lessons on safety.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher or line manager.

### **3.6.3 Pupils, in accordance with their age and aptitude, are expected to:**

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **3.6.4 Visitors and Contractors must:**

- Report to the Reception and sign in using the signing in system.
- Observe the safety rules of the academy that are made available to everyone at Reception.
- Remain under the supervision of their named contact.
- Be informed of any known hazards which might affect them whilst at the academy and in turn notify a Responsible Person or person designated to supervise them of any hazards arising from their activities which may affect the occupants of the academy.

## **3.7 Procedures and Arrangements**

Our individual academies will have their own arrangements for eliminating or reducing health and safety risks to an acceptable level that comply with minimum legal requirements on the following areas:

- Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher of the school.

An accidents report identifying trends in accidents/incidents is provided to Governors on a termly basis.

- Asbestos
- Audit
- Behaviour Management/Bullying
- Catering
- Caretaking and Cleaning
- Contractors
- Curriculum Safety (including out of school learning activities)

- Display Screen Equipment
- Educational Visits and Journeys
- Electrical Equipment (fixed and portable)
- Fire Precautions and Emergency Procedures
- First Aid
- Grounds Maintenance
- Hazardous Substances
- Inclusion
- Lettings/shared use of premises/use of Premises outside School Hours
- Lone Working
- Managing Medicines & Drugs
- Maintenance and Inspection of Equipment
- Manual Handling and Lifting
- Outdoor Play Equipment
- PE Equipment
- PPE
- Risk Assessments
- Safety Committee
- School Transport
- Security/Violence
- Site Maintenance
- Smoking
- Staff Training & Development
- Stress
- Swimming
- Visitors
- Work Experience
- Working at Height

If any individual is in doubt about any health and safety matter they must consult their line manager or if necessary, the Headteacher.

## Revision and Review History

Version 1.0	11 <sup>th</sup> January 2019	Draft to ELT for discussion and consideration
Version 1.1	13 <sup>th</sup> February 2019	Draft to Trustees for consideration
Version 1.1	6 <sup>th</sup> June 2019	Draft Trust policy agreed by ELT
Version 1.1	16 <sup>th</sup> July 2019	Draft approved by Audit & Risk Committee
Version 1.1	21 <sup>st</sup> November 2019	Approved by Trust Board
Version 1.2	25 <sup>th</sup> September	Appendix C added

## 4. Appendices

### Appendix A:

Please use the links to each individual Academy to request or access their Health and Safety Policy and Responsibilities for Management

[St Thomas More High School](#)

[Our Lady of Lourdes Catholic Primary School - Contact Us \(lol.co.uk\)](#)

[Contact Us | Sacred Heart Catholic Primary School \(shs-southend.co.uk\)](#)

[St. Helen's Catholic Primary School :: Contact Us \(st-helens.southend.sch.uk\)](#)

[Holy Family Primary School :: Contact Us](#)

[St. Teresa's Catholic Primary School | Contact Us \(ik.org\)](#)

[St Joseph's Canvey Island - Contact Us \(google.com\)](#)

[Contact Details | St George's Catholic Primary School \(sgcps.co.uk\)](#)

[OLOR Website - Contact Details \(olorcps.net\)](#)

### Appendix B

Related Documentation and Policies held by each Academy

1. Accessibility Policy
2. Accident and Incident Reporting Policy
3. Allergies Policy
4. Asbestos Policy
5. Educational and Extracurricular Visits Policy
6. Fire and Emergency Policy
7. First Aid Policy
8. Health and Safety Training Policy
9. Health and Safety Induction
10. Health and Safety Induction Guidance
11. Lone Working Policy
12. Manual Handling Policy
13. Supporting Pupils with Medical Conditions Policy
14. Working at Height Policy

### Appendix C

During this unusual year, the Trust Board has delegated the responsibility for the Risk Assessments in response to managing the full reopening of schools during the Covid-19 pandemic to Headteacher and their LGCs. Headteachers and their senior team know their school community and its environment the best and will be able to draw up systems of control and review these frequently as the need arises in response to the changing national response. All Academy Covid Risk Assessments are available from our registered office on request [office@assiscatholictrust.com](mailto:office@assiscatholictrust.com)