Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Health & Safety Policy

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Reviewed by	**Director of Estates**

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SECTION ONE - STATEMENT OF INTENT

The Bishop Wilkinson Catholic Education Trust (BWCET) recognises its duty under the Health and Safety at Work etc. Act 1974 and the regulations made under it. It is the aim of the Trust to meet those legal obligations by conducting its objectives in a safe and healthy environment and in addition to this, promote a positive health and safety culture, achieved by the suitable and sufficient management of risk. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment for all.

The Trust is committed to ensuring that all the schools meet the requirements of health and safety in the workplace. The Trust and the schools will demonstrate their commitment to health, safety, wellbeing and welfare by recognising that effective health and safety management is equally as important as other Trust objectives.

All employees and other stakeholders have both a duty, as well as a legal and moral responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Trust's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Our objective is to show continual improvement in the health and safety performance of the Trust by; eliminating or reducing personal injuries and work-related ill health events while protecting the environment and reducing unnecessary losses and liabilities, ensure compliance with all statutory requirements and to endeavour, so far as is reasonably practicable, that safe systems of work are in place.

Specific Obligations

In order to achieve the above objective, the Trust will:

- take reasonable steps to fulfil the responsibilities within the framework of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation,
- develop and maintain a positive health and safety culture with an emphasis on continually improving our performance,
- recognise that the Health and Safety at Work etc. Act 1974 and all subsequent regulations place a minimum obligation on employers and when reasonably practicable; health safety and welfare are to be given equal financial priority to improve the health safety and welfare of all stakeholders,
- ensuring that health and safety management is an integral part of decision making and organisational processes,
- identify and assess the risk to which stakeholders and others are exposed to, as a result of the Trust's activities,
- establish risk control measures that are suitable and sufficient to reduce accidents,
- provide effective information, instruction, and training to enable our staff to be competent in their roles,
- monitor and review systems and preventative measures to make sure they are suitable, sufficient, and effective,
- ensure the safe provision, use and maintenance of plant and equipment,
- maintain safe access to and safe egress from places of work,
- maintain a system of audit and review to ensure the health, safety and welfare of all stakeholders is maintained in line with experience and new developments or legislation,

- provide adequate arrangements and facilities to enable stakeholders and their representatives to raise issues of health, safety and/or welfare,
- monitor and manage work environments to support the good health and welfare of stakeholders,
- work with and monitoring our contractors to ensure consistent and comparable health and safety standards.

The successful implementation of this policy requires total commitment from all levels of the Trust, from the Board of Directors, down through every level of the organisation.

Definitions

For the purpose of this document:

a) The Bishop Wilkinson Catholic Education Trust is referred to as The Trust.
b) School refers to all schools within the Trust.
c) Students refers to all students being educated or on site at any one of the schools within the Trust.

Consultation

This policy was written by Miss L A Hall, Director of Estates, in consultation with:

- Members of the Executive Team
- External H&S consultant (as Trust competent persons)
- The Board of Directors

School Specific Arrangements

The 'arrangements', i.e., the specific measures taken to manage health, safety and wellbeing risks, are documented separately in each school's own Health & Safety Policy document.

Monitoring and Review

The policy review needs to promote a cycle of continuous improvement; therefore, any actions identified to ensure this, should be considered and implemented where reasonably practicable.

Successful monitoring and review relies on commitment from the Executive Headteacher/Headteacher and managers at all levels and should therefore be included as an integral part of the business planning process.

The Board of Directors is responsible for monitoring and reviewing this policy on an annual basis.

SECTION TWO – GENERAL STATEMENT

This Health and Safety Policy defines the way the Trust manages health and safety hazards and risk associated with our organisation, premises and activities. It takes due regard to the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Policy statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

The approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. The Trust accepts that it cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

Policy aims

a) The Trust aims to operate within the general framework laid down under **The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992** and accepts their respective responsibilities under Sections 2-9 of the Health & Safety at Work etc. Act 1974, and as an employer is committed to providing a safe and healthy workplace for all its employees.
b) The Board of Trustees and all staff within the Trust will individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
    a. Plant, equipment and systems of work that are safe.
    b. Safe arrangements for the use, handling, storage and transport of articles and substances.
    c. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own Health & Safety at work.
    d. A safe place to work and access to it.
    e. A healthy working environment and adequate welfare facilities.
c) The Trust aims to ensure that the systems and effective procedures are in place to protect the health, safety, security and welfare of students and staff, and the health, safety and security of visitors, including parents, contractors' and members of the public affected by the work of the school.
d) That arrangements are in place to ensure that no work is carried out by the Trust/schools or by contractors that is liable to expose employees, students, visitors or members of the public to hazards relating to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place.
e) That procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees, students and anyone on the school site affected by their work.
f) To establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced).
g) Ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students, and visitors in their departments.

h) Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students or visitors or the public, and where necessary appropriate training will be given.
i) Ensure that the school will have and maintain up-to-date fire safety procedures and documentation, and that all employees and students (and as far as is practicable, visitors) are familiar with them.
j) To develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students.
k) The Trust aims to provide information, instruction, training and supervision to users of the premises, both employees and other stakeholders, in cases where this is needed to ensure the health and safety at work of all persons using the premises and grounds. A full induction is given to all new staff, highlighting areas of Health and Safety within and around their school.
l) That sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on site or outside the school if engaged in school business.
m) The Trust aims to maintain the premises and grounds in a condition which is safe and does not constitute a risk to health or injury.
n) The Trust aims to provide a safe means of entry and exit to the premises and grounds.
o) That an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. These reports are shared with the Director of Estates, the school Headteacher and the Local Governing Committee to resolve any remedial actions identified.

SECTION THREE - ORGANISATION AND HEALTH AND SAFETY RESPONSIBILITIES

Board of Directors

Chief Executive Officer

Chief Operating Officer

Chief Finance Officer | **Director of Estates**

ProFire Safety & Training Ltd ('Competent Person' advice)

Local Governing Committee

Executive Headteacher/Headteacher/Head of School

Business Managers

Health & Safety Committee of LGC

Site Staff | **Heads of Department** | **Technicians**

Staff | **Students, visitors and contractors**

1. Board of Directors

The duties of the Board of Directors include the duty to produce and regularly review the Health & Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation. In addition, these strategic duties will include the requirement:

- to monitor both compliance with, as well as the effectiveness of this policy,
- to create and monitor a management structure for Health and Safety,
- to provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy,
- to identify a lead Director for Health, Safety & Wellbeing who will actively monitor and promote health, safety and wellbeing across the Trust by raising matters with senior leaders as necessary,
- to identify and evaluate risks relating to possible accidents and incidents connected with Trust-sponsored activities, including work experience,
- to assist the Trust in discharging its legal obligations, the Trust has appointed ProFire Safety & Training Ltd as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.

The Board of Directors expects all employees, students and visitors including contractors to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.

2. Chief Executive Officer/Chief Operating Officer/Director of Estates

The Chief Executive Officer/Chief Operating Officer/Director of Estates hold the overall executive responsibility to give effect to health and safety management arrangements. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the health and safety of all employees and that of the Trust's students, contractors, volunteers and members of the public.

To achieve these goals, the Chief Executive Officer/Chief Operating Officer/Director of Estates will:

- Ensure that Health and Safety management procedures and systems are incorporated as an integral part of the overall Trust management system and are adequately given a level of consideration equal to other Trust issues.
- The Trust's Health and Safety Policy and procedures, as it relates to areas, activities and persons under the Trust's employment is understood, implemented, maintained and monitored.
- Set objectives and monitor management performance to verify that senior leaders are meeting their health and safety accountabilities.
- Communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures.
- Ensure pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and professional advice, when given.
- Ensure that the necessary financial and other resources are provided to meet the Trust's objectives for health, safety and wellbeing.
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives.
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.
- Ensure that supervision, training and instruction is available so that all staff and students can perform their Trust-related activities in a healthy and safe manner.

3. Chief Finance Officer

The Chief Finance Officer has overall responsibility for financial management and as such is responsible for ensuring that the financial infrastructure, systems and resources are available to effectively facilitate the health and safety objectives of the Trust.

4. Local Governing Committee

The Local Governing Committee, in conjunction with the Trust has responsibility as an employer for Health and Safety in their schools. In order to fulfil its responsibilities, the Local Governing Committee will as far as reasonably practicable, ensure that:

- Health and Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues,
- the school is compliant with all relevant health and safety legislation,
- the school Health and Safety Policy and procedures, as it relates to areas, activities and persons under the school's control is understood, implemented, maintained and monitored,
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and professional advice, when given,
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised,
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures,
- adequate resources are available to implement this policy including access to support from health and safety competent persons. The Trust have procured the services of an external company to help with the management and assessment of health and safety,
- the Local Governing Committee will be delegated the role of monitoring health and safety performance within the school. It is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation, incidents and other changing circumstances; and that,
- should the Local Governing Committee be unable to meet its duties and responsibilities it will seek competent health and safety advice from the Trust or the appointed external agency.

5. Executive Head Teacher / Headteacher / Head of School

Overall responsibility for the day-to-day management of health and safety in the school has been delegated to Executive Headteachers/Headteachers/Head of School. As manager of the school and of all the activities carried out within it, the Executive Headteacher/Headteachers/Head of School will collaborate with the Local Governing Committee to ensure that:

- they have sufficient understanding of the Trust's Health and Safety Policy, as well as the specific arrangements relating to each school and bring it to the attention of all staff in their establishments,
- they communicate the policy and associated documentation to all relevant stakeholders and that adequate health and safety management systems and procedures are in place, that comply with the schools Health and Safety Policy and procedures,
- they co-operate with the Board of Directors to ensure that this policy and its associated documents are implemented and complied with, and that health and safety is proactively promoted throughout the school, establishing a positive and strong health and safety culture,
- safe systems of work, working conditions and welfare facilities are in place for staff, students, visitors, contractors etc.,

- they ensure that Heads of Departments and academic staff within their area of responsibility are equipped and trained to undertake risk assessments of any significant hazards presented by teaching and learning activities delivered by their establishment,
- ensure that suitable and sufficient risk assessments and management systems are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed,
- that members of staff completing risk assessments in school have received appropriate risk assessment training through ProFire,
- systems are in place to monitor the application and effectiveness of the health and safety procedures,
- staff are consulted appropriately on issues that affect them,
- a student behaviour policy is in place, that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in school activities off-site,
- at intervals agreed with the Local Governing Committee, a review of Health and Safety in the school is carried out and that they report to the Chief Operative Officer/Director of Estates any significant risks,
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

The Executive Headteacher/Headteacher/Head of School may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Headteacher/Headteacher/Head of School from the overall day to day responsibilities for health and safety of the school's premise and grounds.

6. Business Managers

The Executive Headteachers/Headteachers/Heads of School may delegate day to day duties and responsibilities to the Business Manager, within the business and support functions. More specifically they will:

- they have sufficient understanding of the Trust's Health and Safety Policy, as well as the specific arrangements relating to each school and bring it to the attention of all premises staff in their establishments,
- co-operate with the Board of Trustees/Local Governing Committee to ensure that this policy and its associated documents are implemented and complied with in respect of business and support functions,
- ensure that the necessary financial and other resources are provided so as to facilitate and meet the health, safety and wellbeing objectives of the Trust,
- ensure that suitable and sufficient risk assessments and management systems are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed,
- they ensure that these risk assessments are undertaken in line with Trust policy arrangements,
- report regularly to the Executive Headteachers/Headteachers/Heads of School on health and safety issues,
- assist and advise Heads of Departments who are required to carry out the relevant subject risk assessments for their department,
- periodically review this policy document, amend as necessary and circulate any changes to appropriate staff,
- ensure that health, safety and wellbeing issues are given equal priority with other management issues at regular management or quality review meetings,

- ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health are recorded, reported, appropriately investigated on Notify and acted upon according to Trust policy and legal requirements,
- ensure that site managers and other managers within their school are equipped and trained to undertake risk assessments of any significant hazards presented by work activities undertaken within the schools,
- formulate in writing and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements,
- arrange for termly evacuation drills and weekly fire alarm tests and any other related inspections.
- ensure that fire risk assessments are carried out annually, recommendations are discussed with the Executive Headteacher/Headteacher/Heads of School and a plan is put in place to resolve the recommendations,
- ensure that appropriate firefighting equipment is in place and properly maintained,
- ensure that the state of repair of the building or its surrounds which is identified as being unsafe is dealt with, taking whatever action is necessary to minimise the risk until repairs can be arranged,
- arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe,
- co-ordinate the periodic health and safety checks, ensuring all areas of the establishment and all activities are covered,
- report to the Executive Headteachers/Headteachers/Heads of School any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available,
- liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum. Contractors commissioned to undertake work on behalf of the Trust/school, should be appropriately selected in terms of competence for health and safety and managed accordingly,
- ensure that staff are made aware of the names and details of those persons appointed to provide competent health and safety assistance and advice,
- ensure that appropriate matters of health and safety are included within the Induction Programme for all new staff and students,
- ensure that all staff are aware of aspects of the health and safety policy that affect them and where the information is available for staff to access,
- use the EVOLVE system to ensure that full risk assessments are carried out with regards to educational visits and enrichment opportunities operated off-site.

7. Health And Safety Representatives / Committee

The Health and Safety Committee provides the main forum for the school leaders and staff representatives to discuss health and safety issues and has the delegated task of assisting Executive Headteachers/Headteachers/Heads of School to discharge their duties in relation to day-to-day health and safety management. The school has appointed Health and Safety Co-ordinators who meet frequently to: -

- Discuss health and safety issues. Review regularly specific health, safety, welfare and security arrangements for implementing the Health and Safety Policy.
- Review policies and risk assessments in place, up-date where needed and monitor performance.
- Agree health and safety priorities, timescales and resources required for the development of the Health and Safety Policy in order to comply with legislation.
- Plan a course of action following discussions.

- Co-ordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Executive Headteacher/Headteacher/Head of School/Business Manager.
- Assist with the identification of training needs and training delivery across the school to ensure that staff are competent to fulfil their respective job roles.
- Collate and record accident and incident information and, when necessary, carry out accident and incident investigations.
- Liaise with the Trust's 'competent person', ProFire Health and Safety Team, on all aspects of health and safety policy and procedure.
- Co-ordinate, advise and assist Executive Headteacher/Headteacher/Head of School/Business Manager and staff within the school in discharging their duties in respect of health and safety.
- Co-ordinate annual Health and Safety briefings to all school staff to highlight significant issues, policies and documents relevant to their duty of care to students, staff and themselves.
- Advise senior staff of new developments in health and safety legislation and approved Codes of Practice (ACoPs) together with proposals for new or amended management systems necessary to ensure legal compliance.
- Feedback all items discussed to the Local Governing Committee.

The Provision of Training for Health and Safety Representatives and other staff – the Trust and Local Governing Committee of the school agree to provide any training for both the Health and Safety Co-ordinators and other staff in connection with their obligations under Health and Safety legislations.

8. Premises Manager/Caretaker/Site Staff

The Premises Manager/Caretaker/Site Staff have particular responsibility for security and premises related issues and are to:

- co-operate with the Executive Headteacher/Headteacher/Head of School/Business Manager and ensure that they effectively monitor the condition of the premises and its surrounding area,
- lead and manage the Site team (including cleaners, where applicable), ensuring that Health and Safety is at the forefront of their thoughts and that they are effectively monitoring the condition of the premises and its surrounding area,
- report defects so that appropriate remedial action can be taken,
- assist in periodically reviewing this policy document, amend as necessary and circulate any changes to appropriate staff,
- ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses on the premises,
- assist in the arrangement of termly evacuation drills and weekly fire alarm tests and any other related inspections,
- ensure that the state of repair of the building or its surrounds which is identified as being unsafe is dealt with, taking whatever action is necessary to minimise the risk until repairs can be arranged,
- arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe,
- co-ordinate the periodic health and safety checks, ensuring all areas of the establishment and all activities are covered,
- report to the Executive Headteacher/Headteacher/Head of School/Business Manager any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available,

- liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum,
- carry out a full induction process with new members of the Site team and cleaning staff (where applicable) with regards to Health and Safety and safe working practices,
- induct all contractors on site, providing information on the schools Health and Safety Policy, ensuring that they sign the Asbestos Register if needed,
- where possible use contractors and companies with current DBS certificates, if this is not possible, then a risk assessment will be carried out and the contractor will be supervised at all times,
- attend all Health and Safety courses as necessary,
- identifying any particular health and safety training needs of site staff,
- ensuring that staff within the team are not involved in activities outside their limitations,
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment,
- ensuring that all staff work in accordance with safe working practices issued by the Trust/school, the HSE etc.,
- all weekly/ monthly health and safety checks are carried out and recorded accordingly e.g., Legionella flushing etc.; and
- site security is maintained throughout the building occupied hours.

9. Staff With Departmental Responsibilities

Heads of Department have specific delegated tasks in relation to health & safety management within their primary/secondary school/department/support staff team. They will be appropriately trained and are responsible to the Executive Headteacher/Headteacher/Heads of School for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility, they will:

- familiarise themselves with the Trust's/school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility,
- apply the arrangements described in this health and safety policy to their own school, department or area of work, including the arrangements described in any associated guidance notes,
- undertake risk assessments for the people, work areas, equipment and substances and work activities for which they are responsible, that the findings are recorded in writing and that identified control measures are implemented as described,
- use the health and safety management system to record completion of the relevant tasks,
- make and regularly review a departmental health and safety policy,
- set up and implement safe methods of work and ensure that they are shared with all staff under their control and are enforced effectively,
- they provide sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety. They must ensure that staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS, AfPE etc.,
- undertaking COSHH risk assessments, maintaining safety data sheets and following procedures for the safe use and storage of such substances,
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled and cleared away at the end of each lesson/day,
- provide management arrangements to ensure that all equipment within their area of responsibility is maintained in a safe condition,
- all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated,

- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks,
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use,
- participate as required in the work of the school Health and Safety Committee (where required),
- carry out regular safety inspections of their areas and keep records of those inspections,
- make available appropriate protective clothing and equipment, first aid and fire appliances,
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures,
- provide appropriate Health and Safety information to relevant persons in their area,
- report any Health and Safety concerns to the Executive Headteacher/Headteacher/Head of School/Business Manager,
- seek to ensure that Local Exhaust Ventilation systems are operating correctly and resolving or reporting faults as appropriate, including the statutory thorough examination and test of Fume Cupboards,
- assist the Executive Headteacher/Headteacher/Head of School/Business Manager in compiling an annual monitoring review.

10. Laboratory and other academic department Technicians

Technicians may operate in IT, Science, Technology, Music, PE and Art Departments. Reporting to the respective Heads of Department, they are responsible for implementing specified control measures to support the safety of student and staff activities in the department.

This may include:

- familiarising themselves with the Trust's/school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility,
- seeking to ensure that equipment and materials provided to students and staff (e.g. experiments, stage sets) are safe for use,
- undertaking COSHH risk assessments, maintaining safety data sheets and following procedures for the safe use and storage of such substances,
- seeking to ensure that Local Exhaust Ventilation systems are operating correctly and resolving or reporting faults as appropriate, including the statutory thorough examination and testing of Fume Cupboards,
- isolating gas supplies to laboratories at the end of each teaching day,
- ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm and removed to a safe location at the end of each day.

11. Duties of all Members of Staff

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities; they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the school/Trust.

All employees have a responsibility to -

- observe and comply with the health and safety policy and procedures of the Trust and in their individual school,

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work,
- observe the school's systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work,
- co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with,
- do their work in accordance with training and instructions,
- participate in any relevant training,
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use,
- make use of safety aids, appliances, equipment and protective clothing provided and report any defects,
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements,
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare,
- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities,
- do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation,
- familiarise themselves with the action to take in the event of fire or other emergencies,
- ensure that students' behaviour is regulated in accordance with the student behaviour policy,
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine,
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision,
- ensure that they do not use any unfamiliar chemicals or substances without suitable training,
- seek advice at the earliest opportunity from the Executive Headteacher/Headteacher/Head of School/Business Manager if they have any concerns regarding health and safety of staff or students in the school,
- read the relevant Health & Safety policy and any associated documentation agreed by the Local Governing Committee.

12. ProFire Safety and Training Ltd – Appointed Health and Safety Advisors

The Trust engages an external specialist Health and Safety advisory service from ProFire Safety and Training Ltd and also commissions an Occupational Health provider externally. The Health & Safety advisor from ProFire acts as the Trust's 'competent person' as required by Regulation 7 of the Management of Health & Safety at Work regulations 1999. The health and safety policies and associated arrangements are therefore informed by the guidance and information from this service.

In relation to health and safety, this service is required to:

- Provide health and safety advice and assistance to Trust Directors and staff within their remit.
- Assist Trust Directors and staff in the application of policy and relevant health and safety legislation, guidance and Approved Codes of Practice (ACoP) as may apply to the business and service delivery needs.
- Provide and update the Trust on new legislation, guidance and ACoPs.
- To assist Trust senior managers in monitoring health and safety performance of the schools within the Trust and to make recommendations for improvements.

- To complete an annual Health and Safety audit at each school within the Trust and consult with the Director of Estates and the school regarding any remedial actions that need to be put into place.
- To provide access to the Notify on-line accident reporting system, to review Trust incidents inputted onto this system and, when appropriate, to assist in reporting to the Health & Safety Executive as required by the RIDDOR regulations.
- Assist with accident investigation for selected serious accidents, incidents and cases of ill health, making recommendations on appropriate action.
- Provide advice as requested on litigation from injuries, cases of ill health and Trust's response to enforcement actions.
- Provide Fire Risk assessments, fire strategy drawings and health and safety audits for each school within the Trust and consult with the Director of Estates and the school regarding any remedial actions that need to be put into place.
- Provide annual fire extinguisher maintenance/replacements and emergency light testing.

In relation to Occupational Health, the external service provider is responsible for providing a range of information, services and advice to the Trust on workplace health and wellbeing needs by:

- Providing advice and information relevant to health and wellbeing needs at work.
- Advising and assisting managers in managing sickness absence.
- Having a robust commitment to compliance with the protection of employee confidentiality.

13. Students

The Trust promotes the spiritual growth and welfare of students, and aims to equip students with the skills, knowledge and understanding to live positive, safe and healthy lives.
Students will be encouraged to participate in helping to create a safe learning environment in their schools. They will teach students about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

Students, 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 behaviour and dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the Trust/school and in particular, the instructions of staff given in an emergency.
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

14. Contractors and Partner Organisations

All contractors delivering services on Trust property will be made aware of this policy and associated emergency procedures. To ensure that the Trust meets its own statutory requirements, it is expected that contractors and partners working with the Trust, will:

- Undertake work activities in line with agreements and documented procedures and co-operate with Trust policies in all relevant matters.
- Identify and control any risks arising from their activities and inform the Trust/school management of any risk that may affect the staff, students and visitors.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, Trust management will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

15. Trade Union Health & Safety Representatives

The Trust has made arrangements with the recognised trade unions for the appointment, training and provision of facilities for safety representatives. Reports, issues or recommendations will be fed into the Board which is concerned with the wider aspects of health, safety and wellbeing.

Trade union safety representatives within the Trust have agreed to represent all employees' health and safety interests (be they union or non-union members) to meet the requirements of the Health & Safety (Consultation with Employees) Regulations.

SECTION FOUR – PROCEDURAL ARRANGEMENTS

Due to the size and diversity of the Trust it is not possible to identify all health, and safety arrangements in one document. This policy is therefore supplemented by establishment specific health and safety policy documents for each school within the Trust, which explain specific arrangements in detail at a local level.

1. Communication

All staff are made aware of communication channels within the Trust/school for health and safety. See organisational information above. The Executive Headteacher/Headteacher/Head of School/Business Manager will ensure that all health and safety guidance and advice is distributed to their staff.

2. Inspection

The external health and safety consultants will attend each school on an annual basis to complete a Fire Risk Assessment and conduct a Health and Safety audit. A report will be produced with comments and actions to be completed for the senior leader and Local Governing Committee to consider.

3. Fire Precautions

Procedures to be followed in the event of a fire are circulated to all staff regularly and at the beginning of each new academic year. Notices giving instructions regarding what to do in the event of fire should be displayed by all Fire Alarm Call Points and in each classroom.

It is essential that all staff complete their class register in a timely fashion, to ensure that we are aware of students on site.

A fire drill is to be held at least once every term and relevant details recorded in the Fire Log. The fire system should be checked every week by a member of the Site team, this should be documented in the fire logbook.

Fire Risk Assessments are carried out annually, reviewed and then updated, where necessary. Fire extinguishers and firefighting equipment are maintained on a contract, and inspected annually by a member of the ProFire Health & Safety Team

To be read in conjunction with the individual school Fire Evacuation policy.

4. First Aid

Supplies of first aid materials should be held in the school. They will be prominently marked, and all staff will be advised of their position. The materials will be regularly checked and replenished when necessary. The nominated First Aider acts as the main point of contact for all first-aid requirements. They are also responsible for the upkeep of the first-aid boxes and maintains the appropriate equipment levels. Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

The nominated First Aider/Executive Headteacher/Headteacher/Head of School/Business Manager ensures that the regulation number of employees are trained to deliver emergency First Aid treatment to staff, students, and any other person, whether on school premises or part of a school-activity. Training is provided by ProFire and should be documented and updated regularly.

All First Aid incidents are recorded and where necessary incidents reportable under Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) are reported directly to the HSE.

To be read in conjunction with the First Aid policy.

5. Accidents, Incidents, Near Misses and Dangerous Occurrences

All accidents, incidents, near misses and dangerous occurrences are to be brought to the attention of the Executive Headteacher/Headteacher/Head of School/Business Manager as soon as is practicable. They must be recorded and reported on Notify. Access to Notify is available from ProFire. When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Executive Headteacher/Headteacher/Head of School/Business Manager. The school follows national guidance with regard to the notification of serious accidents to the HSE.

For further advice and guidance regarding accidents, incidents, near misses and dangerous occurrences, contact a member of the ProFire Health & Safety Team.

To be read in conjunction with the Accident Reporting Policy

6. Medication in School

If parents request that their child receives medication whilst in school, they are asked to contact the nominated First Aider/receptionist for further information. Medication is kept in a secure lockable cupboard and is then administered and recorded during the school day by the designated responsible staff.

To be read in conjunction with the Managing Medication in Schools policy.

7. Adequate ventilation and heating in rooms

All areas of the school have adequate heating and ventilation in accordance with statutory requirements. Heating and ventilation systems are subject to annual and bi-annual inspection and maintenance as appropriate. Each school should have an annual maintenance and inspection programme in place for the provision of all air conditioning units.

Some schools within the Trust are currently using the CO^2 monitors provided by the DfE to ensure that all classrooms/areas have adequate ventilation.

8. Training

The Trust will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees whether permanent or temporary will undergo Induction training which will include the following health and safety matters:

a) Emergency arrangements.
b) Fire drills.
c) Codes of safe practice and guidance.
d) Health and Safety polices.

Staff who feel that they have a need for health and safety training of any kind should notify their Executive Headteacher/Headteacher/Head of School/Business Manager.

The school/Trust will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken.

9. Measuring performance

The Trust/school will ensure staff are able to carry out their responsibilities for health, safety and security in their areas.

The Director of Estates/ Executive Headteacher/Headteacher/Head of School/Business Manager will ensure that the following are carried out as appropriate:

- Regular documented audits.
- Site inspections.
- Review of risk assessments and the subsequent control measures.
- Surveys by the health and safety committee.
- Attendance at health and safety meetings.
- Information coming out of department meetings, and how it is dealt with.
- Results of any external reviews/investigations.
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review.
- A system of reviewing and developing improvement plans as identified; and
- sharing experiences, findings and good practice inside the school.

10. Use of expertise and consultants

The Trust and when necessary, the Diocese are consulted when carrying out both major build and minor works (if Building Control regulations apply). The Trust has entered into several health and safety Service Level Agreements with external providers covering the annual maintenance and servicing of (not an exhaustive list):

- LEV.
- Radiation.
- Fume cupboards.
- Gas & Electricity supplies.

- Design and Technology equipment.
- Cooker Servicing.
- Fire Equipment Servicing.

Premises inspections should be carried out visually on a day-to-day basis by senior staff in the school and weekly inspections are completed by a member of the Site team. There should be a whole school approach and any health and safety issues should be reported to the Executive Headteacher/Headteacher/Head of School/Business Manager.

11. Risk assessments

Review of risk assessments for classrooms and other teaching areas are carried out annually, again there should be a whole school involvement. For the larger practical subject departments such as Science and Technology, specialist proformas are available for Heads of Departments to maintain their own risk assessments from CLEAPSS.

All members of staff in charge of a departmental area or curriculum area are responsible for ensuring that hazards are identified, and appropriate risk assessments and control measures are made. Staff seeking advice on risk assessments should in the first instance speak to the Head of their Department thereafter, a member of the ProFire Health and Safety Team.

Workplace risk assessments for other areas around school should be completed on an annual basis. Advice and support is provided by ProFire Health and Safety Team.

Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.

To be read in conjunction with the Risk Assessment Policy

12. Lone Working

The Trust recognises that there may be a requirement for staff to 'work alone'. These are staff who work by themselves without close or direct supervision. There must be a procedure in place to ensure that these members of staff are accounted for at the end of their working day and are able to raise help if needed.

To be read in conjunction with the Lone Working policy.

13. Rolling programme of repair and maintenance strategy

The Executive Headteacher/Headteacher/Head of School/Business Manager should meet on a regular basis and particularly at the beginning of the new financial year to discuss repair and maintenance priorities, proposals are then put forward to the Local Governing Committee/Trust Board, for further discussion and approval/ratification. An allocated sum of money is made available for this purpose as discussed with the Local Governing Committee/Trust Board. They are able to liaise with the director of Estates and Chief Operating Officer.

14. Asbestos

Each school should identify a member of staff as an Asbestos co-ordinator, and they should have received the required level of training. Where asbestos is present in a school, an Asbestos Survey and Management Plan should be place, and reviewed annually.

Staff must not disturb asbestos containing materials in school and if you have any concerns, you should report these to the Executive Headteacher/Headteacher/Head of School/Business Manager. Any contractor or any other person carrying out work in school must consult the Asbestos register and act in accordance with the procedures therein before commencing work.

The Director of Estates must be made aware of any work to be carried out involving asbestos removal.

To be read in conjunction with the Asbestos policy.

15. Legionella

Schools must have a contract in place, as procured by the Trust, to carry out a bi-annual legionella risk assessment to determine what cleaning and disinfection is required to the water system in each school. Treatment must be carried out by an approved appointed contractor.

Regular monthly tests of hot and cold-water temperatures are carried out and reported any deviations from the norm are investigated.

Site staff should identify and flush little used outlets each week and other additional outlets during holiday periods. This flushing should be documented and kept as a record of compliance.

16. Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else that may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Executive Headteacher/Headteacher/Head of School/Business Manager is therefore to ensure that where contractors are appointed directly by the school:

- Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- Contractors are advised of any health and safety related issues or circumstances that my adversely affect their health and safety whilst on the premises.

17. Traffic management

Signs should be clearly displayed around the premises and grounds specifying the traffic management system that is in place. Duty staff are positioned strategically outside at the beginning and end of the day to help with traffic congestion and the safety of students and other stakeholders who are on site at these busy times.

Students, staff and parents are kept up to date with traffic management instructions through assemblies, via newsletters and staff briefings.

To be read in conjunction the Traffic Management policy.

18. Vehicles on site and playground safety

The school should organise staff duty teams that include the supervision of the playground, yard and field before school, breaktime and during lunchtime. Any accidents should be reported to the nominated first aider or main office immediately.

The school provides a car park for staff, sixth formers (if necessary) and visitors. Disabled bays should only be used by those displaying a disabled parking badge. Staff are to be extremely vigilant if they are

moving their cars during the school day from the designated car parks, ensuring that they do not exceed 5 miles per hour.

19. Premises hire

Any hirers of school premises are responsible for ensuring that they use them correctly. The Local Governing Committee recognises its duties as controller of premises and will ensure that:

- Premises hired are in a safe condition for the purpose of hire.
- Arrangements for emergency evacuation are adequate.
- Fire-fighting equipment is in place and in operational condition.
- Proper physical security arrangements are made.
- Insurance requirements are met.
- Appropriate DBS and safeguarding checks have been conducted and witnessed.
- All hirers are provided with a copy of this policy.

20. Electrical equipment (Fixed & Portable)

Portable electrical equipment will be tested by means of a rolling programme by competent trained persons. Damage to any equipment is reported to the relevant Head of Department and then to the Business Manager. This item will be removed if it is not immediately repairable.

Any items failing the Portable Appliance Testing are removed from school and the asset register after consultation with the Business Manager. A record of all disposed assets is kept.

Staff must not bring their own electrical equipment into the school unless it has been PAT tested and agreed.

Fixed installation equipment is maintained and tested at least, every 5 years. This process will be undertaken by a contractor appointed by the Trust, within the set timescales. Any remedial actions are to be discussed with the Director of Estates/Headteacher/Local Governing Committee to action.

When new equipment is purchased, it is the responsibility of the Head of Department, with the assistance of the Site team/Business Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

Boiler plant and Electrical intake rooms should not be used as storage areas and are out of bounds to students and staff. These areas should be kept locked at all times when not in use.

21. Glass & glazing

When windows are broken, replacement glass should conform to specific BS safety standards. Monitoring the glazing around the school should be carried out regularly by the site team.

22.Control of Substances Hazardous to Health (COSHH)

The Trust/school follows the national guidelines with regard to the use of hazardous substances, and their use is kept to a minimum. Hazard data sheets are kept by the relevant department/staff and shared accordingly with staff. Storage of such substances follows manufacturers' advice and COSHH assessments will be carried out.

Chemicals and clinical waste are disposed of using approved contractors in accordance with statutory requirements. In particular, only those materials that have been approved by CLEAPSS will be used.

COSHH training is available for new staff, where necessary and refresher courses for existing staff through ProFire.

To be read in conjunction with the COSHH policy.

23. Handling & lifting

Staff are asked for suggestions to minimise handling and lifting, but the nature and size of the schools deems it necessary for some to be carried out. Deliveries to the school are usually made directly into the reception area or re-routed to their final destinations. The site staff should have received relevant manual handling training and where possible carry out the majority of manual handling in the schools.

To be read in conjunction with the Manual Handling Policy.

24. Working at Height

The site team should be aware of guidelines regarding the use of ladders/working at height equipment. Ladders should be kept in good order and visual inspections carried out before use. All ladders and platforms are kept in a locked area when not in use. Students and staff without training are not permitted to use ladders/working at height equipment on the school premises, and contractors should carry out their own risk assessment and adhere to safe practise when working at height.

To be read in conjunction with the Working at Height policy.

25. Personal Protective Equipment (PPE)

Staff that require such equipment are provided with it by their school. It is the responsibility of staff to ensure that any items of PPE that have been issued to them, are well looked after. Staff must sign for items of PPE and they must make the Executive Headteacher/Headteacher/Head of School/Business Manager aware of any items that need to be replaced due to wear and tear or damage. Advice on the use and maintenance of such equipment is sought from the ProFire Health & Safety Team. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

26. Display Screen Equipment (DSE)

Under the Health & Safety (Display Screen Equipment) Regulations, employers are required to provide a healthy and safe environment which includes minimising the risks associated with the use of display screen equipment (DSE). Through the risk assessment process specific staff will be identified as DSE users. These identified users should be reviewed by a DSE assessor to ensure that their working environment is suitable for the tasks that they are undertaking on a daily basis.

To be read in conjunction with the DSE Policy.

27. Control of Noise Exposure

Exposure to excessive noise levels may occur from time to time in technology areas, or where site supervisors / caretakers are using grounds maintenance equipment. Exposure to excessive noise levels can result in temporary or permanent hearing damage. Where there is any reason to suspect that statutory limits of 85db (A) & 90db (A) may be exceeded, advice on control measures should be sought from the ProFire Health & Safety Team and a risk assessment put in place.

28. Violence and Aggression Reporting Procedures

The Trust is committed to reducing the incidence of verbal and physical abuse towards staff in schools. Staff must report these incidents as soon as possible to the Executive Headteacher/Headteacher/Head of School/Business Manager and the incident should be recorded on the NOTIFY online system. The Executive Headteacher/Headteacher/Head of School/Business Manager will discuss the incident and any follow up action and support required from the Trust with the member of staff.

29. Visitors

All visitors must sign in at main reception and be issued with a visitor's badge/lanyard which they must wear at all times whilst onsite. Visitors should present their DBS clearance information. Members of the Trust Essential Services Team have all undergone DBS clearance and details are held by the Trust. Staff should report any potentially unauthorised visitors to a senior leader as soon as possible. Staff should not put themselves at risk challenging intruders but should ensure students are moved to a place of safety.

All visitors are to be given clear instructions regarding the fire procedures/muster point location and who to contact in case of an emergency. Visitors are to sign out at reception at the end of their visit.

To be read in conjunction with the Visitor policy.

30. Educational Visits and Off-Site Activities

The Trust recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum. The school follows the DfE guidance on Educational Visits and logs visits on the EVOLVE system. Each school should appoint an Educational Visits Co-ordinator (EVC) and ensure that they have had suitable training for this role.

All visits out of school require risk assessments and consent forms to be completed and the EVC monitors and approves them. The relevant paperwork is completed and forwarded where appropriate using the EVOLVE system using the hierarchy of control in place. Each school must ensure that the trip organiser has the contact details of the EVC or Headteacher in cases of emergencies.

Local Governing Committee delegates the Headteacher authority to approve all localised visits on behalf of the school. All oversees and residential visits should be approved using the EVOLVE system.

To be read in conjunction with the Educational Visits policy.

31. Housekeeping

The Headteacher/Site staff/external company will monitor the cleaning standards across the school. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

The site team will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

All fire exits must be clear from obstruction.

32. Security

Staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and authorised visitors and contractors.

If a visitor or potential intruder in and around the site is uncooperative, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought.

To be read in conjunction with the Security policy.

33. School Minibus

The school minibus is serviced and tested annually. Only appropriately trained drivers are authorised to drive the vehicle and insurance is procured from an external insurance company.
Each time the minibus is used a series of checks are undertaken by the driver/site staff to identify any problems that may have arisen. All problems are corrected before the vehicle is again used.
The minibus is to be checked for visual defects and rubbish after each use.

To be read in conjunction with the Minibus policy.

34. CCTV

A CCTV system operates across the school to enhance safeguarding arrangements; the CCTV consists of cameras with a recording functionality to ensure the safety of all staff, students, contractors and visitors of the school.

CCTV signs should be put near to the cameras to inform all staff, students, contractors and visitors that they are in operation and recording.

To be read in conjunction with the CCTV policy.

35. Smoking

The Trust office/each school is a dedicated non-smoking site in all areas.

To be read in conjunction with the No Smoking policy.

Further Technical Information and Technical Advice

For further detailed information on all of these arrangements, contact either the Director of Estates or a member of staff from the ProFire Health & Safety Team.

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