

# Health and Safety Policy



**ST CLARE**

Catholic Multi Academy Trust



**Let God's love shine in our lives as we grow and learn together**

**Adopted by St Clare Trust Board; Jul 2023**

**Next review by St Clare Trust Board; Jul 2024**

## **ST CLARE CATHOLIC MULTI-ACADEMY TRUST**

### **HEALTH & SAFETY POLICY**

**This Health & Safety Policy has been approved and adopted by St Clare Catholic Multi-Academy Trust for use in all its academies.**

#### **DEFINITIONS**

In this Health & Safety Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'Academy' means any academy operated by St Clare Catholic Multi-Academy Trust and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- ii. 'Board' means the board of Directors of the Trust.
- iii. 'Diocesan Schools Commission' means the education service provided by the Diocese of Hallam, which may also be known, or referred to, as the Diocesan Education Service.
- iv. 'Headteacher' means the most senior teacher in the Academy who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Principal.
- v. 'Local Academy Committee' means the body carrying out the employment functions of the Trust in relation to the Academy.
- vi. 'Trust' means St Clare Catholic Multi-Academy Trust, which is the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.

#### **1. About this policy**

- 1.1 We are committed to ensuring the health and safety of staff and anyone affected by our activities, and to providing a safe and suitable environment for all those attending our premises.
- 1.2 This policy sets out our arrangements in relation to:
  - (a) assessment and control of health and safety risks arising from work activities;
  - (b) preventing accidents and work-related ill health;
  - (c) consultation with employees on matters affecting their health and safety;
  - (d) provision and maintenance of a safe workplace and equipment;
  - (e) information, instruction, training and supervision in safe working methods and procedures;

- (f) emergency procedures in cases of fire or other major incident.
- 1.3 This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.
- 2. Responsibility for health and safety matters**
- 2.1 The Board has overall responsibility for health and safety and the operation of this policy. The Headteacher is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
- 2.2 The Headteacher or School Business Manager will ensure that this policy is reviewed annually. Recommendations for any amendments are reported to the Board.
- 3. Specific Responsibilities by category of personnel**
- 3.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 3.2 You should report any health and safety concerns immediately to your line manager or the Principal Health and Safety Officer.
- 3.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 3.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Policy and Procedure.

#### Headteachers

- 3.5 Headteachers are responsible to the Trust for all aspects of health and safety in each academy and will delegate to particular individuals specific functions for which they will be responsible to the Headteacher.  
  
In particular he/she will ensure the following in each academy:
- 3.6 There are arrangements for playground supervision; at the start and end of school days, break times and lunchtimes.
- 3.7 There are arrangements for adequate supervision during changeover of lessons.
- 3.8 There are procedures for educational visits and learning outside the classroom including the appointment of an Educational Visits Co-ordinator.

- 3.9 There are arrangements for personal safety and security.
- 3.10 That regular evacuation and fire drills are arranged.
- 3.11 That all incidents, accidents and assaults involving students, staff and any other individuals are reported as per the Academy's procedure.
- 3.12 That dangerous incidents are reported to the Trust.
- 3.13 That, in the event of a bomb warning the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that the Trust is informed of the incident.
- 3.14 That repairs needed to the building and equipment are reported and acted upon.
- 3.15 An internal safety audit will be conducted once a term and ensure that new members of staff including students on teaching practice and work experience students are inducted into the Health and Safety Policy of the Academy and that volunteers who frequently visit the Academy are appraised of the relevant parts of the Academy's Health and Safety Policy. They will keep a record of all such training.
- 3.16 That when the Academy's Health & Safety Policy is reviewed, that members of staff are notified of any changes to it.
- 3.17 To ensure that staff are given appropriate training and guidance.
- 3.18 In general, headteachers will be finally responsible for the maintenance of a safe working environment and safe practice within the Academy in accordance with guidance received from the Health and Safety Executive, Department for Education, Diocesan Schools Commission or any guidance received from the Risk Protection Arrangement or other appropriate insurer and/or any health and safety consultants engaged by the Trust and/or the Academy.

### Teachers

Every Teacher will be responsible for:

- 3.19 The general safety of furniture and equipment in use in their own classroom;
- 3.20 Deficiencies must be reported to the member of staff with responsibility for the defective item.
- 3.21 The safe storage of equipment in their room when not in use; deficiencies should be reported to the [Site Supervisor] or other appropriate member of staff.
- 3.22 The safe use of equipment and furniture in whichever area they may be working;
- 3.23 Ensuring equipment is stored away safely as appropriate in whichever area they may be working.

- 3.24 Ensuring that any materials that have been used during a lesson are cleared away.
- 3.25 Training pupils in the safe use, movement and storage of equipment where appropriate.
- 3.26 Ensuring that work is displayed safely.
- 3.27 Ensuring that pupils in their class know and understand the health and safety risks and requirements and any other instructions that are relevant to them.
- 3.28 Know the procedures in an emergency, evacuation or accident.
- 3.29 Completing appropriate risk assessments for activities where there are significant hazards present.

#### Other Designated Staff

- 3.30 Designated Staff will have responsibility as follows:

##### ***Specialist Curriculum equipment eg Science, DT, Art, PE***

All relevant teachers using the equipment and the Curriculum Leader.

##### ***AV & IT equipment***

All relevant teachers using the equipment, the Curriculum Leader and ICT support/Network Technicians.

##### ***Furniture***

All relevant teachers using the furniture, the Curriculum Leader, cleaning staff and Site Supervisor.

##### ***Kitchens***

Kitchen staff, contractors or other staff using cooking appliances.

It will be the responsibility of the designated staff to ensure that:

- 3.31 By regular inspection, equipment has no obvious faults.
- 3.32 If faults are found, equipment is withdrawn and repaired in accordance with the appropriate procedures.
- 3.33 New equipment is inspected on receipt to confirm that it is in working order.
- 3.34 All staff are aware of safe practices concerned with such equipment and follow manufacturer's instructions where appropriate.

- 3.35 Where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the Health and Safety file and keeping details of the inspection.

#### First Aiders

- 3.36 Current First Aid qualifications are held by members of staff. Details of first aid facilities and the names of trained first aiders are displayed on the notice boards. All accidents to, or serious illnesses of staff or pupils must be reported to them, and it will be their responsibility:
- 3.37 To inform the Headteacher or other senior member of staff at once, if necessary.
- 3.38 To deal with the accident or illness in accordance with any appropriate guidance.
- 3.39 To log all incidents, accidents or assaults to, or serious illnesses of pupils and staff in the accordance with the Academy's procedures for recording incidents and accidents.
- 3.40 To report incidents and accidents in accordance with the Academy's procedures for incidents and accidents.

#### The Principal Health and Safety Officer

- 3.41 The Principal Health and Safety Officer will be responsible for the following:
- 3.42 • Giving advice on the safe use and storage of equipment in the Academy.
- 3.43 • The Health and Safety files.
- 3.44 • Providing advice on risk assessment.
- 3.45 • Advising on appropriate health and safety training.

#### The Business Manager

- 3.46 The Business Manager will be responsible to the Headteacher for the following:
- 3.47 Ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications.
- 3.48 The maintenance of an up to date inventory of clinical equipment. This must be available when required for inspection.
- 3.49 Knowing the location of first aid equipment in the Academy or Trust site and ensuring that staff and contractors are aware of its availability and who the first aiders are.
- 3.50 Preparing and making available plans showing the location of all fire appliances in the Academy or Trust site.

- 3.51 Reporting any Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) applicable incidents, to RIDDOR, the Headteacher, the Local Academy Committee and the Board.

#### The Site Supervisor

The Site Supervisor at each academy will be responsible to the Headteacher for the following:

- 3.52 The cleanliness of the site. In the event of a breakage, the Site Supervisor will come and remove it as soon as possible. It will be cleared, wrapped up and disposed of. This also applies to the spillage of liquids or contamination by body fluids.
- 3.53 Any maintenance needs must be reported to the Site Supervisor immediately and then dealt with, in a timely manner. Any broken furniture must be dismantled and taken away. The Site Supervisor should conduct a regular check of the Trust and/or Academy's facilities and maintain a record of maintenance services.
- 3.54 Check and maintenance of fire safety equipment.
- 3.55 Check and mitigate for frost danger.
- 3.56 Clearing snow from paths.
- 3.57 Ensuring that all points of access and egress are clear at all times throughout the site.
- 3.58 Maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection.
- 3.59 Training staff in relevant safety precautions i.e. handling materials, equipment etc.

#### Midday Assistants

All staff involved with supervision during lunchtime will be responsible for the general safety of students in:

- 3.60 The dining areas throughout lunchtime.
- 3.61 The playground during lunchtime, or classroom in the event of wet dinner times.

#### All Staff

All staff are responsible for the following:

- 3.62 Completing the appropriate incident/accident/assault form if they sustain an accident / assault in the course of their employment with their Line Manager and handing it to the Headteacher who will sign it and arrange for it to be processed by the Business Manager

- 3.63 Entering into the Trust and/or Academy's inventory details of any dangerous substance they may order.
- 3.64 Exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- 3.65 Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work and the education sector generally and observing relevant recognised codes or practice.
- 3.66 Making themselves familiar with the relevant safety policies of the Trust and/or Academy.
- 3.67 Ensuring a safe working environment is maintained in the classroom.

#### **4. Information and consultation**

- 4.1 We will inform and consult Trade union **OR** your elected workplace safety representatives regarding health and safety matters.
- 4.2 We will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.
- 4.3 The Principal Health and Safety Officer is responsible for informing and consulting employees about health and safety matters.

#### **5. Training**

- 5.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 5.2 Staff will be given a health and safety induction and provided with appropriate safety training, which may include manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).

#### **6. National health alerts**

- 6.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to HR.
- 6.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.



## **7. Fire safety**

The fire procedure for St Alban's Catholic Primary and Nursery School is set out in appendix 2

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings and do not use the lifts. Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.
- 7.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 7.4 Nominated individuals will be trained in the correct use of fire extinguishers.
- 7.5 You should notify your Line Manager or HR if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.
- 7.6 Fire drills will be held at least every 12 months and must be taken seriously.
- 7.7 The Principal Health and Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

## **8. Risk assessments and measures to control risk**

- 8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, pupils, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.
- 8.2 Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- 8.3 The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available and/or appropriate. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.
- 8.4 Personal protective equipment (PPE) is provided for certain roles, but will also be provided to other staff or visitors where there are risks that cannot be adequately controlled by other means.
- 8.5 The Principal Health and Safety Officer is responsible for workplace risk assessments, including general and/or periodical risk assessments, as well as any specific requirement or

recommendation to undertake a risk assessment for a particular staff member or other visitor, and to take any other appropriate measures to control risks.

## **9. Computers and display screen equipment**

9.1 If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

- (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
- (b) You are entitled to a workstation assessment.
- (c) You are entitled to an eyesight test by an optician at our expense.

9.2 You should contact your line manager or HR to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

9.3 We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

## **10. Stress at Work**

The Trust has adopted a Stress and Mental Wellbeing at Work Policy which covers all aspects of staff mental health.

## Appendix 1

### People with particular roles within this policy at St Alban's Catholic Primary and Nursery School

Role	Name
Health and Safety Officer	Helen Strawbridge - School Business Manager
Principal Health and Safety Officer	Lindsey Ebsworth - Headteacher
First Aider(s)	See current list in Medical Room
Any other named members of staff with particular roles connected to this policy	Site Supervisor – Mr Chris Birch

## Appendix 2

### Fire Procedure at St Alban's Catholic Primary and Nursery School

# Fire Safety Evacuation Plan

## Fire Safety Evacuation Plan for : St Alban's Catholic Primary School

### Sound of the alarm

The alarm is a continuously ringing bell

### Raising the alarm

In the event of a fire:

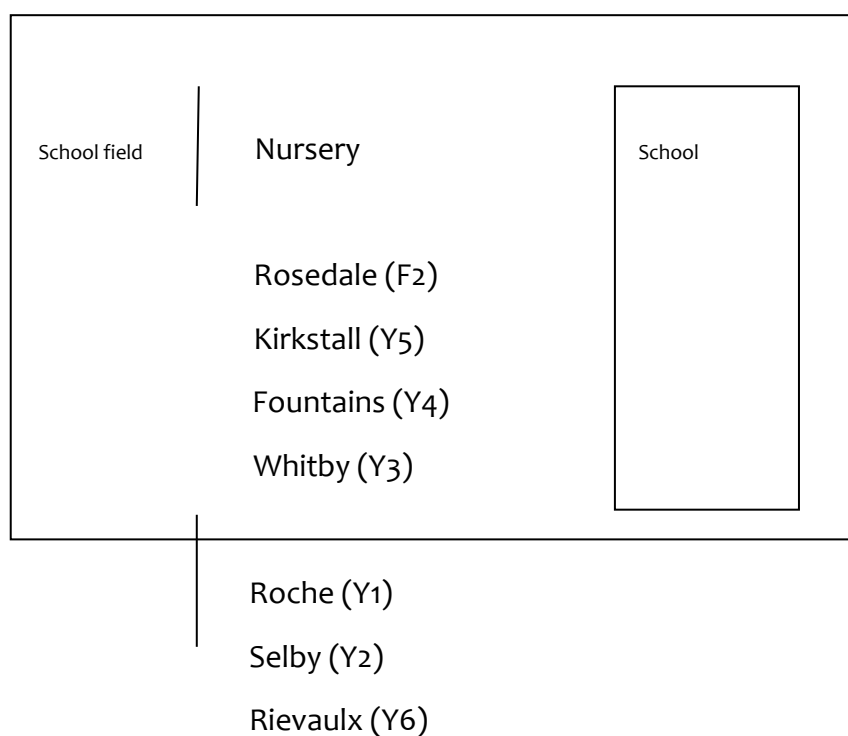
If the fire is discovered by a staff member, or if a child or visitor notifies a staff member of a fire, the alarm will be raised by activating the nearest call points.

### Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The office staff will contact the Fire Service by dialing **999**, giving their name, the name of the school, the address of the school as detailed above, contact number and details of fire.
- The office staff will collect together the **Fire Evacuation Drill Pack FEDP** (*staff signing in/out, pupil signing in/out sheet, registers, emergency pack, and the gate key*). The FEDP will be passed to an evacuating TA member of staff based downstairs. Pupil registers will be distributed to teaching staff, to support the accounting of all pupils. The gates will be opened immediately and the front entrance to the school manned by the site staff member or TA staff based upstairs, to allow the Fire Service to enter the site.
- Staff will commence evacuation of the building, ensuring this is done in a calm and orderly manner via the designated fire escape route (Appendix 1) Class teachers should ensure (staff/pupil) medical bags, inhalers and the laminated headcount card are collected, they should ensure their classroom is vacated by all and close the door upon leaving the room. The children must be quietly escorted to the designated fire assembly point, these are cited on the school playground and on the pedestrian pathway at the front of school building.
- Should a fire occur during break time or lunch time, all teachers will evacuate the building, following the normal procedure and go straight to their nearest assembly point.

- Fire wardens will sweep the school building, Office staff taking responsibility for the upper ground floor, including the hall and pupil toilets next to the office. SLT will sweep the upper corridor, main pupil toilets and store room (on the upper ground floor). In the event of SLT absence the most senior teacher on the upper corridor and in will take on this responsibility.
- Staff with no class commitment will take other responsibilities to aid a safe and efficient evacuation.
- Headteacher (or designate) to ensure that nobody re-enters the building until confirmed to do so by the Fire Service.
- Once at the assembly point teachers will do the headcount, in line with procedure showing their class laminated card as quickly as possible, registers will then be taken as necessary.
- Classes should be lined up in the following order before being taken onto the school field for their safety:
- This information will then be passed to the Fire Warden.
- Staff and Visitor registers will be taken and Fire Warden informed.



- The Fire Warden, Headteacher (or designate) will liaise with the Fire Service upon their arrival

### Escape routes

The escape routes from the building are:

- Detailed on the site plan
- Clearly marked by fire exit signs
- The designated escape route from Upper floor is via staircase A, however, in the event of this staircase being unavailable/unsafe to use then staircase B will be used and school exited via main entrance on lower ground floor

### Fire Assembly points

Playground Point: In the event of a real evacuation, once registers have been taken, children are to be taken onto the school field for their safety.

### Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape or the fire is small

**Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.**

### Responsibilities

For ensuring plan is up to date	School Business Manager
For ensuring adequate staff on duty to carry out the evacuation plan	Headteacher
For training staff on the evacuation plan and in their roles and responsibilities	Headteacher

- Fire Extinguisher (W- water F-Foam CO2-Carbon Dioxide)
- ▲ Break Glass Point
- Fire Blanket
- Fire Exit

