The Bishop Wheeler Catholic Academy Trust

Policy and Procedure

Health and Safety

Published: June 2023

To be reviewed: 2024/25

The Bishop Wheeler Catholic Academy Trust

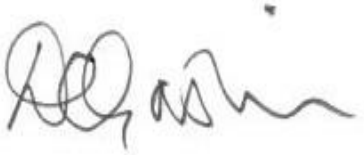
Our Mission

Outstanding Catholic education for all pupils. As a family of schools, we will enable our young people to develop spiritually, morally, intellectually and personally, putting their faith into action, through serving Christ in others, in the church and in the world around them.

This policy was adopted by the Trust Board

Signature:

Diane Gaskin
Chair of the Trust Board



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HEALTH & SAFETY POLICY Supporting Information - School Site Specific

1 Definitions

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

'Academy Council' means local governing body.

'BWCAT' refers to The Bishop Wheeler Catholic Academy Trust.

'child' and 'children' refer to children and young people under the age of 18 years.

'Committee' brings together management and workers to help create and maintain a safe workplace.

'Executive/Headteacher' means the lead person in each school and the Chief Operating Officer as lead person for the Trust Office.

'Governing Body' and 'The Board' mean the Board of Directors for the Trust.

'Governors' means the governors appointed to the Academy Council of the individual school and the Directors of the Trust.

'Pupil' refers to any pupil on roll at any of the BWCAT schools.

'Parents' refers to any person who holds parental responsibility for the child.

'School' refers to the Academies within BWCAT.

'School H&S Representative' means schools' named nominated staff H&S representative.

'Staff' means all employees, temporary, casual, agency and contracted staff working for the Trust, volunteers, consultants and governors.

'Trust, we and our' covers all of the schools within The Bishop Wheeler Catholic Academy Trust and The Bishop Wheeler Catholic Academy Trust Office.

'Young Persons' means pupils aged 18 years or over.

2 Introduction

2.1 The Bishop Wheeler Catholic Academy Trust (BWCAT) is committed to ensuring the Health and Safety of our staff, pupils and visitors, and to providing a safe and suitable environment for all those attending our premises.

2.2 The purpose of this policy is to:

- Provide adequate resources to support this policy;
- assess and control health and safety risks arising from work activities;
- prevent accidents and work-related ill health;
- consult with employees on matters affecting their health and safety;
- provide and maintain a safe workplace and equipment;
- share information, instruction, training and supervision in safe working methods and procedures;
- provide emergency procedures in cases of fire or any other major incident;
- seek out and act upon specialists' advice in support of this policy.

3 Scope

3.1 This policy applies to all schools within the Bishop Wheeler Catholic Academy Trust (BWCAT), all BWCAT staff, pupils and parents. This policy also applies to any visitor or contractor to any of the BWCAT sites.

3.2 This policy has been implemented following consultation with the Trust's recognised trade unions and professional associations and the BWCAT Health and Safety (H&S) COMMITTEE.

3.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time. However, all employees must still comply with this policy. This Policy will be reviewed annually.

4 Roles and Responsibilities

4.1 **Trust Board**

The Bishop Wheeler Catholic Academy Trust Board of Directors has overall responsibility for the Health and Safety and the strategic risk management of the Trust. The Trust Board Committees have delegated authority which are:

- The Resources Committee has delegated authority to review and approve the Health and Safety policy.
- The Audit Committee has delegated authority to review and approve the Bishop Wheeler Catholic Academy Trust risk register.

To enable the Trust Board to carry out its responsibility the executive officers of the Trust will regularly report relevant strategic information on health and safety matters to the Board and its committees, including:

- Levels of compliance with this policy and Health and Safety legislation across the Trust;
- Numbers of incidents, accidents, near-misses, reportable disease and work-related ill-health;
- Remedial actions taken, in progress and planned to improve health and safety and mitigate health and safety risks, and lessons learned;
- Staff training, in progress and planned to support a positive culture of health and safety in the workplace.

4.2 Academy Council

Academy Councils will:

- monitor and review their school's compliance, in line with the staff handbook, agreed policies and procedures established by the Trust Board;
- nominate a Governor as a H&S representative who will liaise with the Headteacher to support the school's implementation of this policy;
- report a strategic overview of health and safety in the school to the Trust Board annually;
- require the nominated Governor to visit the school at least once a year to assess its hazards, risks, and mitigations, by actively walking through the school accompanied by the School Headteacher and the school's H&S representative.

4.3 Chief Executive Officer (CEO)

The CEO is responsible to the Trust Board for the operational implementation of this policy across the Trust.

4.4 Principal Health and Safety Officer

The Principal Health and Safety Officer (PHSO) is responsible to the CEO for the operational management and development of the Trust's health and safety system, policy and procedures, and for providing advice on health and safety matters to the Trust. The Trust's Chief Operating Officer (COO) is appointed as the 'competent person' to carry out the role of PHSO.

4.5 **Headteacher**

The Headteacher is responsible for:

- overall responsibility for the implementation and monitoring of their school's day to day operational H&S arrangements; and to ensure that the requirements of H&S legislation are compiled with;
- ensuring that H&S is reported to the Academy Council as a standing agenda item;
- ensuring a H&S school representative is appointed;
- ensuring that a full and considered Risk Assessment (RA) will be in place for all curriculum activities, school functions, school trips and any other activity which may be undertaken which have a considered risk associated to it;
- seeking advice from the PHSO and Trust central team where the elimination or reduction of an identified hazard cannot be resolved by the school to a satisfactory level;
- ensuring that adequate resources are in place to ensure proper training is provided to enable staff to carry out their duties competently;
- ensuring appropriate documentation is held to provide evidence that this policy is adhered to in relation to the reporting, recording, investigation, and analysis of accidents, incidents, and near-miss occurrences in line with Trust procedures;
- ensuring that a safe evacuation and invacuation/ refuge plan is in place, reviewed annually or as changes to the building occur;
- ensuring the evacuation drills are recorded as being practiced every term and that the plan is also reviewed and communicated to staff at the beginning of each academic year;
- ensuring the invacuation/refuge annual drill is recorded as being practiced and that the plan is also reviewed and communicated to staff at the beginning of each academic year;
- compiling a critical incident plan that is made available off-site to key staff and the Trust central team, containing emergency contact details and procedures to follow should a critical incident occur.

4.6 **Trust Central Team**

The PHSO and Trust Central Team are responsible for:

- Ensuring that adequate communication takes place with staff through appropriate induction and appraisal processes. Human Resources will ensure that staff have access to all BWCAT policies and information relating to H&S.
- maintaining an electronic record of staff having read the appropriate Trust document that links to this policy and explains their responsibilities.
- ensuring that this policy is reviewed annually in consultation with the BWCAT H&S Committee.

Recommendations for any amendments to this policy are reported to the Trust Resources Committee by the PHSO.

4.7 **All Staff**

All staff have 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;
- reporting any health and safety concerns immediately to your line manager;
- ensuring that safe working practices are adopted at all times and comply with the outcomes of Risk Assessments, whether in school, as part of the extended provision, or on offsite activities;
- attending H&S training courses/events/meetings as required;
- co-operating with managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy and any health and safety procedures may be treated as misconduct and dealt with under our Disciplinary Procedure.

5 Information and consultation

5.1 The Trust Central Team will inform and consult on health and safety matters with the Trust's recognised trade unions and professional associations through the BWCAT H&S Committee.

5.2 The Trust will inform staff of expectations of H&S training requirements and ensure that they receive the appropriate training to carry out their functions effectively.

5.3 The PHSO, advised and assisted by the BWCAT H&S Committee, is responsible for informing and consulting employees about health and safety matters.

6 Training

6.1 The Trust and its schools will ensure that staff are given adequate training and supervision to perform their work competently and safely.

6.2 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), as appropriate to their roles.

7 Equipment

7.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager.

7.2 No member of staff should attempt to repair equipment unless trained to do so.

7.3 A nominated competent person will be responsible for ensuring equipment safety and maintenance.

8 Accidents and first aid

8.1 Each school recognises that under the first aid at Work Regulations 1981, the Head will ensure that there are adequate and appropriate equipment and facilities for the provision of first Aid in the work place. First aid staff will be made aware of any staff or pupil with any medical conditions or allergies.

8.2 Details of first aid facilities and the names of trained first aiders are to be displayed on notice boards in all schools and the Trust Office.

8.3 All accidents and injuries at work, however minor, should be reported to the Headteacher and recorded in the Accident Book which is kept in the School Office.

8.4 First aid staff are to be informed of any staff or pupil medical conditions (e.g., diabetes) or allergies.

8.5 The Headteacher is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and submitting reports to the Trust PHSO if required under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR) to the PHSO. The PHSO (or nominated Trust staff) will report to the HSE any RIDDOR details as necessary.

9 National health alerts

9.1 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 local and national official guidance, to reduce the risk of infection at work as far as possible. Any questions about the actions to take in response to an epidemic or pandemic should be referred to your line manager.

9.2 It is important for the health and safety of all our pupils, parents and staff that you comply with instructions issued in these circumstances.

10 Fire safety

10.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

10.2 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 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.

10.3 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.

10.4 Nominated individuals will be trained in the correct use of fire extinguishers.

10.5 You should notify your manager 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.

10.6 Fire drills will be held within the first month of any new academic year, and also during the Spring term and again at the start of the summer term. All drills are to be recorded stating the date, time, the checks made, and any comments or concerns noted at the time. The Drill record is to be signed by one of the Trained Fire Marshalls.

10.7 The Headteacher 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.

11 Risk assessments and measures to control risk

11.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to the health and safety of staff, pupils, parents, 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.

11.2 Measures will be taken to avoid or reduce the need to lift or carry items that could cause injury (manual handling) and to provide training on manual handling as necessary.

11.3 The use of hazardous substances at work will be avoided wherever possible, and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.

11.4 Health surveillance is required for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, specks of dust, biological agents and other substances hazardous to health, or work in compressed air.

11.5 Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.

11.6 The Headteacher is responsible for workplace risk assessments and any measures to control risks.

12 Computers and display screen equipment

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

- You should try to organise your activity so that you take frequent short breaks from looking at the screen.
- You are entitled to a workstation assessment.
- You are entitled to an eyesight test by an optician at the school's/trust's expense.

12.2 You will be advised how to carry out a works station self-assessment. If you have any special needs relating to your workstation assessment you should contact your line manager to request a specialist 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 that may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

12.3 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.

12.4 Further information on the use of DSE can also be obtained from the Health and Safety Executive at https://www.hse.gov.uk/pubns/indg36.pdf.

13 Premises Safety

13.1 Asbestos Risk Management

In order to minimise the risk of exposure, routine monitoring is undertaken by the nominated H&S school representative. Recent Asbestos reports are to be available in the school office and must be read by all contractors visiting to carry out any intrusive works. Where suspect asbestos has been identified then the school Head should ensure a member of staff is appointed to attend asbestos training.

Only qualified and competent contractors are to undertake asbestos survey reports on behalf of the Trust, and such surveys must be authorised by the Trust Head of Estates. All schools must maintain an Asbestos Register on site, which is readily available to all who need to consult it, and contractors must sign it before commencing work.

13.2 **Electricity**

All fixed wiring installations are inspected by a competent contractor every five years and portable appliances are tested annually. Staff is required to visually check items before use, report defects immediately to the nominated H&S school representative, and not use equipment they consider to be unsafe.

13.3 **Gas appliances**

Central heating boilers, gas water heaters, and cookers/hobs are checked, serviced, and maintained by a competent (Gas Safe registered) contractor on an annual basis. This is arranged by the nominated H&S school representative. Staff who think they can smell gas should alert the nominated H&S school representative or the Headteacher.

13.4 **Site Security**

Our schools recognise the importance of having suitable arrangements in place to manage general site security, and of ensuring all safeguarding procedures, such as signing in, are met.

13.5 **Water Management – Legionella**

The Headteacher must ensure that external legionella checks are carried out and that a Service Level Agreement is in place. All thermostatic mixing valves (TMVs) are to be checked and maintained to ensure that they shut off rapidly in the event of a hot or cold-water failure to prevent scalding or thermal shock.

14 Occupational Health

14.1 **Lone Working/Working at Height/Manual Handling**

These activities will be discouraged wherever practical to do so. However, where staff must routinely undertake such tasks a suitable risk assessment, with appropriate procedures and training, will be provided as necessary.

14.2 **New & Expectant Mothers**

Staff are advised to notify their Headteacher in writing of pregnancy to ensure a suitable risk assessment can be undertaken and that their tasks will not cause any detrimental health effects.

14.3 **Workers under the age of 18**

A specific Risk Assessment will be undertaken by the Headteacher or nominated 'competent person' for workers who are under 18 we employ as a young apprentices, which considers:

- The extent of training provided, inexperience/immaturity, and lack of risk awareness
- The fitting and layout of the workplace, and the range and use of work equipment
- The nature, degree, and exposure to processes and or physical/biological/chemical agents and or work/environments beyond their capabilities

15 Monitoring and Review

This policy will be reviewed annually, or as relevant changes to legislation occur.

This Policy should also be read in conjunction with the following list of BWCAT Policies:

- Alcohol and Drugs Misuse
- Behaviour
- Capability Policy
- CCTV Policy
- Complaints Policy & Procedure
- Disciplinary
- Flexible Working Policy
- Homeworking Policy
- Safeguarding Keeping Children safe in Education
- Safe working practices
- Sickness Absences Policy
- Special leave of Absence
- Wellbeing
- Whistleblowing

Appendix A

HEALTH & SAFETY REPORT

for (Insert School name)

by [Headteacher - insert name] to School Academy Council

cc: Trust Senior H&S Officer (COO)

TEMPLATE

Item	Comment
1. Date BWCAT H&S policy applied: **Due date of next review:**	Headteacher and Chair of School Academy Council to confirm sign and date BWCAT health and safety policy.
2. H&S Budget (Headteacher and Head of Finance)	• To reflect the commitment made in the BWCAT H&S policy.
3. Overview of analysis of Accident Report File (e.g. trends/remedial actions etc.) (Headteacher – insert name)	• Statistical analysis of accidents and near misses (compare to previous year(s) to show any trends); details of actions taken to reduce the number and repetition of most common / most serious accidents. • E.g., "Member of staff tripped whilst escorting angry child & jolted shoulder. Another similar incident occurred involving another member of staff under similar circumstances. Positive handling training arranged **(insert date)** for all staff & staff told to escort children to nearest seat in grounds rather than attempting to bring child inside building especially if child resisting." • Brief overview of entries and actions taken to address the most common types of accidents.
4. Sickness Absence Analysis: (HR insert name)	• Include the main causes/reason for absence and compare to the previous year(s). Suggest remedies to lower where appropriate.
5. Wellbeing: (HR insert name)	• Include brief details of the school's arrangements and brief overview of benefits. Detail any special events or any relevant training. (A successful Well-being policy will be reflected in a reduction in the level of staff absence and savings made in supply costs as well as pupil outcomes.)
6. Details/outcomes from fire drills completed and extinguisher annual service check: (Site Supervisor/Office	• E.g., Successful fire drills conducted **(insert dates)** No issues arising. Extinguishers are replaced as necessary as part of an annual check. Include details of blocked route practice • Specific training is undertaken**.**

	Administrator/Headteacher – insert name)	• **(Name Fire Wardens and training dates attained)** • Confirm details of Personal Emergency Evacuation Plans (PEEPS) in place. • **(Insert name of the lead person and PEEP register)**
7.	**Details of First Aid provision/arrangements: (Headteacher – insert name)**	• Confirm staff plan and present details including training need identified and timescale for delivery. **(Insert all names and relevant dates).** E.g., "Mr X & Mrs Y remain as our qualified appointed persons and have updated their training as necessary. Other staff has undertaken the one-day first aiders training & they will receive refresher training before their current certificates expire." • Include Administrations of Medicines e.g., "epi-pens".
8.	**Outcomes from <u>internal</u> termly H&S inspections: (Insert name of internal school inspector, (SS, Office, Headteacher).**	• E.g., no matters arising from;(insert date of last report) Autumn 2008 and Spring 2009 checks, other than the requirement that boiler rooms be emptied of stored goods. This has been actioned by **(insert name)** • Include the involvement of pupils in the inspections.
9.	**Outcomes from <u>external</u> termly H&S inspections: Headteacher and Head of Estates (as advisor)**	To provide three reports on inspections carried out during; • Autumn 2020– H&S paper trail inspection • Spring 2021– General Risk Assessment, Site Walkabout Site Inspection with School representative and supported by BWCAT Head of Estates, Cath Roberts. • Summer 2021– H&S Fire Risk Assessment, Site Walkabout Site Inspection with School representative.
10.	**Status of Risk Assessment process: (Headteacher me)**	• Regular monitoring to ensure existing controls are relevant, fully observed and RAs adapted as found necessary. • E.g., 'all necessary risk assessments completed. Programme of reviewing these in place.' • BWCAT Head of Estates provides H&S advice and provides documented procedures to be followed regarding 'dealing with works carried out by contractors.' • Monitoring by BWCAT H&S Officer any need for new RAs as circumstances change.
11.	**Off site Visits: (Headteacher – insert name)**	• Number of trips taken, differentiate between day trips and residential and any trips abroad. Main destinations visited and details of any incidents. A brief statement of success/ links to curriculum and other benefits received.

12. H&S Details Training Plan	• First Aiders, **(insert minimum requirement).** • Paediatric First Aiders **(insert minimum requirement).** • Fire Marshals & Fire Safety **(insert minimum requirement).** • Staff Workstations • Manual Handling • Working at Height • Managing Asbestos • Management of Legionella • Other
13. Accessibility	• School situation regarding accessibility to persons with disabilities.
14. Monitoring:	• Brief details of returns to Trust Health & Safety Officer (COO) and details of any items outstanding.
15. Audits:	• Include any concerns or criticisms, OFSTED comments, and Internal and External Audit observations.
16. Future initiatives:	
Report compiled by: **Name:** **Position:**	
Date:	

Appendix B

INSERT

SCHOOL

LOGO

HEALTH & SAFETY

Site Specific

Health & Safety

Information

for [Insert School name]

by Head [insert name]

cc: Trust Head of Estates

TEMPLATE

Introduction

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy.

This template document is designed to set out in general terms your individual schools' site-specific health and safety information in line with the Health and Safety Policy of the Bishop Wheeler Catholic Academy Trust.

Roles and responsibilities are clearly communicated and understood at (insert school name). Your school-specific supporting information details will outline your intentions to work safely in pursuance of your school's aims and objectives.

Your school is unique. This Appendix will help support you to ensure your school has up-to-date information to support and demonstrate the Bishop Wheeler Catholic Academy Trust Health and Safety Policy, which is tailored to the way your school operates, the list of health and safety issues shown in this document is not exhaustive, you may need to add others that are relevant to your work and your premises.

This supporting information should also cross-refer to any other relevant supporting documentation that may be available in your school.

Everyone working in your school, from the Headteacher to new members of staff has their own role and responsibilities, and they should fully understand what these are. Involve people that work with you so that everyone understands their responsibilities and can act on them. It is a legal requirement to communicate this information to all employees.

The Trust encourages members to participate in all matters relating to Health and Safety and any member should report near misses to the Headteacher, in the first instance.

Signed:

Position, Headteacher

Date:

School Statement

The schools, their governors, and the trust directors will work together, based on the principle of subsidiarity, in faithfulness and humility, to provide an education where Christ and His values of respect, service, tolerance, dignity, and forgiveness are at the heart of everything we dO.

As a school, our educational priorities aim to: -

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel safe, and valued and are actively encouraged to value, respect and help others;
- create an atmosphere and environment in which pupils enjoy and take pride in their achievements.
- Key Responsibilities

1 Overall responsibility for the management of health and safety in the school is that of the duty holder who is:

(Head Teacher)

2 Responsibility for the day-to-day health & safety in the following areas is that of:

Notes: In this section, you should identify and allocate the specific roles and functions to appropriate members of the school management team (e.g., premises, catering, cleaning, etc.) and faculty heads with competence in specific areas (e.g., Science, D & T, PE, Food Technology, Educational Visits, etc

Area of Work
Name

Area of Work
Name

The Headteacher will:

Ensure that the Trust Health and Safety Policy is incorporated into the planning and organisation of all **(Insert school name)** school functions.

Ensure that adequate communication takes place between managers and employees to allow everyone to contribute to safe working. This consultation and communication will take place through: (list ways below)

- By,
- By,
- By,

Support and enable the Trust-nominated competent persons to carry out and or ensure that other appropriate staff (with delegated authority) carry out suitable and sufficient assessments of hazards and risks within their areas of responsibility, to staff members, pupils and visitors/other users of the school. Ensuring the findings are recorded and acted upon in order to reduce risk.

Attend health and safety training courses as appropriate.

Ensure the provision of adequate training, instruction, and supervision for all members of staff.

Provide necessary information to staff members and their representatives on health and safety matters.

Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their roles and responsibilities.

Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.

Consult the Trust Estates Team and follow their advice when changing the usage of a space in the school, if the change has a potential impact on the net capacity of the school and its spaces according to the DFE's Net Capacity Guidelines, or the fire evacuation plan, or the fire risk assessment, or if unsure about any such impact.

Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

The following people assist with the risk assessment process for their individual area of work:

Name Area(s) of Work Location of RA's
Name Area(s) of Work Location of RA's

It is the Headteacher's responsibility (as duty holder) to ensure that risk assessments are carried out. However, the Headteacher may request the assistance of any Trust competent staff in carrying out risk assessments across various curriculum and non-curriculum areas of activity within the school.

KEY AREAS

1. Fire Safety

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up-to-date fire risk assessment. This will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials.

This section should be read in conjunction with Section 10 of the Bishop Wheeler Catholic Academy Health & Safety Policy

Enter Name Here is responsible for ensuring that **a suitable and sufficient Fire Risk Assessment has been carried out,** that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition, that there is a process in place for reviewing/updating this on a regular basis.

Fire drills in our school are carried out **once per term** and are recorded in the School Fire Precautions Log Book.

Enter Name Here is responsible for ensuring that fire drills are carried out and that the findings are recorded and acted upon.

We will also record the following in our fire precautions log book; fire alarm and emergency lighting maintenance, fire extinguisher maintenance, and Fire officer visits.

Enter Name Here is responsible for ensuring that the Fire Precautions Logbook is readily accessible and is kept up to date.

The Fire Precautions Log Book and a copy of our Fire Risk Assessment are kept

(Enter Log Book Location Here)

In addition, we will ensure that when the school requires painting, only paints providing a flame-retardant surface will be used in high-risk areas, this will include assembly halls, drama/stage areas, means of escape routes, staircases, and any other areas where there is an added fire risk.

We will monitor on an ongoing basis our use and storage of combustible materials (liquids, solids or gases) to ensure they do not come into contact with sources of heat.

We will ensure that internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop the fire from spreading. Fire doors will be regularly checked to ensure both the door and any closing devices operate correctly.

The following Nominated individuals are trained in the correct use of fire extinguishers.

Name	**Position**	**Date**

2. Safe Systems of Work

This section should be read in conjunction with Section 13 of the Bishop Wheeler Catholic Academy Health & Safety Policy

Enter Name Here is responsible for ensuring that the process is implemented in accordance with our Premises & Facilities Procedures when inviting all contractors into our school. Only the following personnel are authorised to raise permits-to-work: - Head of Estates, Heads, and Site Supervisors but only where consultation of works has already gone through the Head of Estates to assess works required,

2.1 **Authorisation to Work** The school operates an Authorisation to Work process whereby a judgment call is made if additional **Work Permits** will be required.

2.2 **Intrusive and Invasive Work**

Our Authorisation-to-work process must be followed for any work that is intrusive and invasive work to the site grounds and or structure of the building. The Permit-to-Work system is designed to ensure that those affected are consulted at the planning stage to check that all eventualities have been considered when organising such activities and are an important means of minimising any risks involved.

All such works must be reported to the Trust Estates department which will issue any special work **Permits** e.g.

2.3 **Non-Intrusive and Non-Invasive Work**

Enter Name Here is responsible for ensuring that all non-intrusive and non-evasive work is risk assessed and a register kept on the site. This includes all contractors who carry out work related to Service Level Agreement contracts and/or who are called to the school site to carry out authorised work.

The register is located at **Enter Location Here** and, the register needs to be kept up to date and available for inspection.

Enter Name Here is responsible for ensuring that appropriate **Permits** are in place.

2.4 **Permit to Work Procedure**

Permits to work are an important means of fulfilling the BWCAT 's general duty to ensure the health and safety of employees under section 2 of the Health and Safety at Work Act 1974. Non-routine work, such as maintenance, cleaning, equipment installation, and refurbishment, can produce health and safety risks over and above those normally encountered in the workplace. To control these risks "permits-to-work" are being introduced for the following work activities:

a) hot work, that is any hot work outside of the controlled workshop environment which could reasonably be foreseen as posing a hazard to others or plant and equipment.

b) machinery permit, required where dangerous parts of plant or machinery could reasonably be foreseen as a hazard

c) confined spaces, entry into any area whereby reason of its enclosed nature there arises a foreseeable risk from the following hazards;

i) Injury to any person from fire or explosion
ii) Loss of consciousness arising from raising the body temperature.

iii) Loss of consciousness or asphyxiation of any person arising from gas, fume, vapour or the lack of oxygen.
iv) Drowning is caused by an increase in the level of a liquid.
v) Asphyxiation in a free-flowing solid or the inability to reach a desirable environment due to entrapment by a free-flowing solid.

d) A confined space permit must also address the specific requirements of the Confined Spaces Regulations 1997

e) electrical work, all work on installations which poses a hazard from electrocution, fire and explosion

f) excavation work, any excavation work, other than the winning of minerals, this permit is
g) required to ensure no underground services pose a risk to those working and to preserve the structural integrity of nearby structures.

h) equipment disjointing, used to control the disconnection of any equipment which has
i) contained a liquid or gas i.e., pipe work containing heated
j) bitumen, large diesel tanks etc.

k) work at height/roof access, access to fragile roofs, or where the roof has no safety edge
l) protection or parapet, any work involving the risk of falling more than 2m.

m) It is the intention of the company to introduce new or modify existing permits to work as necessary and to review their use as appropriate.

The permit-to-work system applies to all the above work directed by the BWCAT, its employees, contractors, and all visitors are expected to comply with the requirements of any permits that are in force.

3. Asbestos Risk Management

In order to minimise the risk of exposure, routine monitoring is undertaken by the nominated H&S school representative. Recent Asbestos reports are to be available in the school office and must be read by all contractors visiting to carry out any intrusive works. Where suspect asbestos has been identified then the school Head should ensure a member of staff is appointed to attend asbestos training.

Only qualified and competent contractors are to undertake asbestos survey reports on behalf of the Trust, and such surveys must be authorised by the Trust Head of Estates. All schools must maintain an Asbestos Register on site, which is readily available to all who need to consult it, and contractors must sign it before commencing work.

We take the management of asbestos seriously in our school, **we maintain an Asbestos Register on site**, which is readily available to all who need to consult it and sign it.
This is kept **(Enter the Location of Register Here)**

The Head Teacher, as the duty holder under the **Control of Asbestos Regulations 2006,** has responsibility for the management of asbestos on site, although some functions and day-to-day issues may be delegated to other competent and trained members of staff.
Enter Name Here is responsible for ensuring that the asbestos register and the information within it is brought to the attention of anyone likely to disturb asbestos fibres during daily routines or proposing to plan or carry out work.

(Examples may include site staff, surveyors, contractors, computer technicians, alarm/CCTV installers, visitors, helpers, etc.)

Asbestos survey information in the form of Asbestos Management Reports and local survey reports are kept in the asbestos register.

Where invasive building works are to be carried out on the school premises (E.g., refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc) a more in-depth, asbestos survey will be carried out at the planning stage and certainly before work commences. **This survey must cover the full scope of work.**

Enter Name Here is responsible for ensuring that asbestos is fully considered as part of the planning stages of any invasive works in school.

Enter Name Here is responsible for liaison with the landlord/contractors etc to ensure

- the condition of asbestos materials is reviewed.
- any asbestos hazard risk assessments reviewed.
- any floor plan changes are recorded and updated.

Our school acknowledges that if the asbestos is in good condition and is not disturbed or damaged there is

no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as

asbestos fibres can become released into the atmosphere and therefore people can inhale these fibres.

3.1 Asbestos Hazard Management

This section deals with how specific asbestos hazard items are managed in our school. (This may be as simple as where pupils are and are not allowed to congregate to more complicated arrangements where key holding may be required for restricted access).

Enter Name Here is responsible for ensuring that any asbestos hazards identified inappropriate reports that require specific management instructions are logged in this section. Also, this person is responsible for making sure this information is understood by anyone who will need to know it.

Hazard Reference	Enter Hazard Reference from reports here
Location	**Enter a clear location description here using at least a reference from the school asset management floor plans as well as room number where appropriate**
Management Instructions	Enter clear unambiguous management instructions or processes here to be followed
Hazard Reference	Enter Hazard Reference from reports here
Location	**Enter a clear location description here using at least a reference from the school asset management floor plans as well as room number where appropriate**
Management Instructions	Enter clear unambiguous management instructions or processes here to be followed

** Copy and insert more pages as required*

4. Water Management – Legionella

The Headteacher must ensure that external legionella checks are carried out and that a Service Level Agreement is in place. All thermostatic mixing valves (TMV's) are to be checked and maintained to ensure that they shut off rapidly in the event of a hot or cold-water failure to prevent scalding or thermal shock.

Our school acknowledges that Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease. Legionnaires' disease does not spread from person to person. The germ which causes Legionnaires' disease is a bacterium called Legionella pneumophila. People catch Legionnaires' disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill.

Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage the growth of the bacteria, e.g., in cooling towers, evaporative condensers and whirlpool spas (trade name Jacuzzi) and from water used for domestic purposes in buildings such as hotels and schools.

A Legionella Survey has been carried out at our school.

The Legionella Survey Report is located (**Enter Location of Report Here)**.

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is in place in our school, the Legionella Maintenance Program is located within the Logbook which accompanies the Legionella Survey Report. Additional information on Legionella is also contained within our school property & facilities manual.

Enter Name Here is responsible for ensuring

- that the recommendations of the report are carried out.
- that appropriate members of staff are trained to understand the reports and carry out or arrange for work required in the maintenance program.

Enter Name Here is responsible for ensuring that a competent person reviews the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

Enter Name Here is responsible ensuring the activities in the maintenance program are up to date and carried out on time.

Enter Name Here is responsible for carrying out or arranging the maintenance program and documenting the activities in the Logbook which accompanies the Legionella Survey Report.

5. Accidents

This section should be read in conjunction with Section 8 the Bishop Wheeler Catholic Academy Health & Safety Policy

Even in a safety conscious school, accidents may still occur. This is how we deal with them in our school.

All accidents to our staff, pupils, visitors, and contractors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

Enter Name Here will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported as appropriate to the HSE, your insurer and where appropriate to the school's health & Safety Consultant, our health & safety consultant will where appropriately provide advice and or investigate significant accidents on our behalf.

All staff have a responsibility to report and record accidents in line with our Trust policies and procedures **Enter Name Here** will ensure staff are aware of the requirement and the location of accident report records. Our accident book/forms are kept Enter **Location Here**.

Enter Name Here will review any accident reports to identify any patterns or trends. In addition, referring relevant reports to the head teacher/other senior manager to decide if and how investigations should be undertaken in line with school policy.

Enter Name(s) Here will carry out any accident investigations to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed considering any lessons learnt.

6. First Aid

This section should be read in conjunction with Section 8 of the Bishop Wheeler Catholic Academy Health & Safety Policy

Our school recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

The following people hold relevant first-aid qualifications. This information should be reproduced and displayed in prominent locations around the school (e.g., school office, staff room, first aid room, staff handbook, etc.)

Name	Usual Location on Site

Enter Name Here keeps records of qualifications on-site and there is a procedure in place for revalidating first aid certificates before they expire. These records are kept **Enter the Location of Records Here**

Enter Name Here is responsible for ensuring that the First Aid boxes, located around the premises, are restocked **Enter frequency, check stock quantities and expiry dates, replace used equipment, clean the inside of box, and check the condition of any specialised equipment e.g., defibrillator.**

Our school has considered the level and type of first aid provision that is required both within the school and on off-site activities, this forms part of our first aid risk assessment. Further guidance is provided in Safety Guidance Document SG3 and SG3A.

(As a minimum requirement the Dept for Education guidance states there should be 1 first aider for every 100 people on site. As a minimum this will be made up of 2 four days of qualified first aiders, with the remainder being 1 day trained.)

8. Critical Incident Plan

This section should be read in conjunction with Section 4.5 of the Bishop Wheeler Catholic Academy Health & Safety Policy

Compiling a critical incident plan that is made available off-site to key staff and the Trust central team, containing emergency contact details and procedures to follow should a critical incident occur.

IMMEDIATE ACTIONS – Template adjustment for each school site.

The aim of this plan is to assist the business in dealing with, however unlikely, a number of disasters that could affect the ability of the organisation to operate on a day-to-day basis.

The most likely scenarios in such an event are:

- Loss of whole premises for an extended period through fire or flood or Storm Damage.
- Partial loss of premises, through fire, flood, or Storm Damage i.e., loss of a classroom or Admin Offices.
- Large-scale loss of property and equipment through fire, flood, or theft, particularly IT equipment.
- Loss of information through a catastrophic IT failure.
- Mass unavailability of staff e.g., pandemic.
- Temporary Closure at Short notice (due to severe weather or loss of utilities etc.)

The School Emergency Response Guide details relevant actions to take and the various people and agencies that the school should co-ordinate in the event of an emergency situation arising and deals with specific issues such as Bomb Threats, Bereavement, Snow Closures, etc. **The Emergency Response Guide is located in ……..**

This plan aims to demonstrate that all relevant considerations have been made and attempts to illustrate a potential way forward with regard to the organisation's own roles and responsibilities, particularly at a level where matters can be determined by the responsible person themselves.

Insert Name of School has a tried and tested evacuation plan in place, but alternatives must be in place for an emergency response to unusual, urgent threats. The three options are lockdown, evacuation, or shelter. The Critical Incident Team (CIT) roles are as follows. Actual roles during a crisis must be fluid. The following responsibilities are a guide:

Overall Control	Insert Name	Initials	Position
Assist overall coordination	Insert Name	Initials	Position
Emergency services liaison	Insert Name	Initials	Position
ICT liaison	Insert Name	Initials	Position
Administrative liaison	Insert Name	Initials	Position
Pupil management	Insert Name	Initials	Position
Site related management	Insert Name	Initials	Position

If there is time, depending on the crisis at hand, the C.I.T. will meet for a briefing in (insert location).

Initials	Agree: **1.** Continually assess the situation for the level of impact. **2.** Ensure that all persons are not in any imminent danger. **3.** Dial 999, if appropriate, OR Trust SLT (insert Mobile contact details) **Giles Nightingale – 07702 535 408** **Cath Roberts – 07741 911 254** ***These numbers should only be used in an emergency. Please do not give them to the press, parents, or members of the public.*** Decide: **4.** **Lockdown** – all to remain in classrooms/offices **5.** **Evacuate** to usual assembly areas **6.** **Evacuate** to an alternative muster point Insert Location
Lockdown Initials	six rings of the internal bell to indicate crisis – stay in classrooms/offices awaiting instruction e-mail staff / LP announcements to keep in touch / provide instructions Lockdown the site 999 calls if required. Establish a secure, independent telephone line Call the crisis line – 0113 247 5625
Evacuate Initials	Agree on muster point Activate the fire alarm. Take a megaphone to muster point 999 calls if required. Establish a secure, independent telephone line Take mobile devices to the agreed assembly area Call Trust Crisis Line from muster point – 0113 247 5625 In the event of an alternative muster point – move to the agreed exits to direct staff and pupils Direct site staff to cordon off blocked exits
Shelter Initials	Six rings of internal bell to indicate crisis - stay where you are awaiting instruction E-mail staff – move to Sports Hall

- Situation to be continually dynamically risk assessed, as advised by emergency services

- Open **Incident Log** and record actions/contacts/times/take photographs – Location TBA

    - Names of persons involved including witnesses
    - Hospitals where the injured have been taken
    - Names of staff accompanying injured
    - Actions taken by emergency services / first aid team including caring for persons who do not require hospital treatment
    - Nature of injuries/fatalities
    - Record family contacts made

NB. Closure ot Short Notice (due to weather, loss of utilities, internal flooding)
Insert School Name may decide that in the interests of safety, it is appropriate to send pupils home early. The school may also be contacted by one or more operators suggesting that an early departure is advisable where severe weather or road access is perceived to be hazardous. These representations will need to be taken into account to determine the appropriate course of action.

The priority of the organisation will be to inform Staff, Parents, Local authorities, and Trust in this order of any closure as soon as possible.

7. Electricity

This section should be read in conjunction with Section 13.2 of the Bishop Wheeler Catholic Academy Health & Safety Policy

Our school acknowledges that electricity has the potential to cause serious harm or even death and is treated as a priority regarding maintenance and repair work. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances be periodically inspected and maintained. Maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e., sockets, light fittings, and general wiring throughout the school will be tested at least **every five years** by a competent electrician.

Portable electrical equipment will be inspected, tested, and maintained in accordance with the current Health & Safety Executive and the Institute of Electrical Engineers' Guidance, further information is available in Risk Advice Note RAN12.
Where personal electrical equipment brought in by staff is permitted by their senior manager it will be classed as school equipment and should not be used until it has been PAT tested.
Enter Name Here is responsible for arranging the testing and maintenance of portable electrical appliances in school (including that brought in from home by staff).

The test certificates and recommendation documentation are kept **Enter Location Here**.

The fixed electrical installation testing in our school is undertaken by: **Enter Contractor Name & Date Here** and the portable appliance testing (PAT) is undertaken by **Enter Contractor Name Here** all documentation to confirm these tests have been undertaken is retained.

N.B. Electric fan heaters should be kept away from other items and must not be left on overnight or unattended at any time.

8. Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters, etc.) to be checked, serviced, and maintained by a competent (Gas Safe Register formally CORGI registered) Contractor on an annual basis.

Enter Name Here is responsible for arranging the testing and maintenance of the gas appliances.

Gas servicing certificates and recommendation documentation are kept **Enter the Location Here**

Gas appliance inspection and testing in our school are undertaken by: **Enter Contractor Name Here** all documentation to confirm these tests have been undertaken is retained.

In case of heating failure or breakdown, there may be a need to bring in supplementary heating to ensure an appropriate working temperature is maintained (usually Calor gas heater appropriate risk assessments and safe operation procedures will be implemented in such instances, and further information is available in Safety Guidance Document SG 14. N.B. Gas heaters should be kept away from other items and must not be left on overnight or unattended at any time. The school must inform a member of the Estates if gas heaters are used on school premises.

9. Substances

Our school recognises that the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art, and other relevant curriculum substances.

Our school has an inventory on-site of all hazardous substances

Enter Name Here is responsible for ensuring that appropriate staff is informed and suitably trained regarding hazardous substances. In addition, **relevant teachers** will brief pupils where appropriate.

Enter Name(s) Here is/are responsible for keeping the inventories up to date.

Data sheets are available on-site for all hazardous substances that are being used, these are kept in locations where hazardous substances are stored. Additionally, separate risk assessments are carried out for the work processes which involve hazardous substances.

Enter Name(s) Here is/are responsible for ensuring that data sheets are available to staff on site and that appropriate assessments have been carried out.

Enter Name Here is the authorised person to approve purchases of hazardous substances.

Inventory Location	Type of Inventory
Enter Location Here	Cleaning & Janitorial
Enter Location Here	Science
Enter Location Here	Art
Enter Location Here	D&T
Enter Location Here	Premises & Maintenance
Enter Location Here	Others (specify)

Reference should be made to HSE Safety Guidance Document COSHH for further guidance and advice.

https://www.hse.gov.uk/coshh/

10. Site Safety and Security

Our schools recognise the importance of having suitable arrangements in place to manage general site security, and of ensuring all safeguarding procedures, such as signing in, are met.

Our school takes the safety and security of staff, pupils, and visitors seriously. A secure perimeter fence and suitably robust and lockable gates secure our site.

Any issues regarding damage or access to the site should be reported to **Insert reporting arrangements here.**

***Enter Name Here** is responsible for ensuring that regular documented inspections of the internal and external areas of the site are carried out. Full details of all internal and external checks undertaken on our site are detailed in our Premises & Facilities Manual.

Our site is also protected by a monitored intruder alarm system and CCTV* (*delete as appropriate).

All visitors to our site are received in a secure visitor lobby and are required to sign the visitors register and wear an identity badge whilst on site. Visitors are not left unaccompanied.

A site Premises Manual/Security & Safety Policy/Procedure/Risk Assessment* is in place for our school, this information is shared with all appropriate staff, volunteers, and visitors.

***Enter Name Here** is responsible for the maintenance and running of the CCTV system in the school.

***Enter Name Here** is responsible for the maintenance and running of the security intruder alarm system.

****In cases of emergencies outside normal hours the following people can be contacted.**

Name	Telephone Number
Key Holder (Site Staff)	
Key Holder (other)	
CCTV Company	
Intruder Alarm Company	

* Delete as appropriate

11. Safety Guidance Documents & Risk Advice Notes

Safety Guidance Documents and Risk Advice Notes form part of our safe operating procedures and are used as appropriate to support our school in the practical day-to-day management of many aspects of school safety. Copies of these documents are available to all staff and are kept on the **Estates Risk Management System (Sypro Software).**

Enter Name Here is responsible for ensuring that both operational and strategic Health and Safety documentation is up to date and communicated to staff appropriately.

Enter Name Here is responsible for ensuring that all key safety procedure documents have been brought to the attention of all members of staff.

The documents above along with other general health and safety frameworks, toolkits, and checklists are available as an additional source of reference when carrying out a task (e.g., working with hazardous substances, planning an educational visit, or setting up portable gas heaters in the event of a heating breakdown).

These documents are available to download from the Estates Risk Management System (ERMS) and hard copies are also retained **Enter Location**

Additional Arrangements for Keeping Our School Safe

In addition to the generic and specific departmental responsibilities outlined in this statement of site information, specific roles, and responsibilities have also been assigned to the following people regarding key identified activities/tasks, and this is part of our school's commitment to safety management and promoting a positive safety culture:

As this Health & Safety Statement is school site-specific in accordance with the Trust Health & Safety Policy, we have listed below identified specific roles and responsibilities here.

Named Person	Area(s) of Responsibility
	Premises Related issues such as visitor/contractor supervision, deterioration in condition, trip/slip hazards, management of lettings etc
	Administration of Medicines
	Work Experience (for Secondary Schools)
	Transport/Minibus issues
	Educational Visits
	Volunteers/Student Placements
	Science
	PE Activities
	Design & Technology
	Food Technology
	Drama/Special Events
	Other Curriculum Areas
	Other Non-Curriculum Areas
	Outdoor Play Equipment
	Other Areas (add as appropriate)

This list is not exhaustive

The 13 schools in our Trust:

St. Mary's Menston, a Catholic Voluntary Academy

St. Joseph's Catholic Primary School Otley, a Voluntary Academy

Ss Peter and Paul Catholic Primary School, a Voluntary Academy

Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy

St Mary's Horsforth Catholic Voluntary Academy

St. Joseph's Catholic Primary School Pudsey, a Voluntary Academy

St Joseph's Catholic Primary School Harrogate, a Voluntary Academy

St Mary's Catholic Primary School Knaresborough, a Voluntary Academy

St. Stephen's Catholic Primary School and Nursery, a Voluntary Academy

Holy Name Catholic Voluntary Academy

St Roberts Catholic Primary School, a Voluntary Academy

St John Fisher Catholic High School Harrogate, a Voluntary Academy

St Joseph's Catholic Primary School Tadcaster, a Voluntary Academy

The Bishop Wheeler Catholic Academy Trust

The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by Guarantee, registered in England and Wales.

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