

# HEALTH AND SAFETY POLICY



## CARMEL COLLEGE

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## Table of Contents

<b>1.0 INTRODUCTION .....</b>	<b>5</b>
<b>2.0 FOREWORD BY PRINCIPAL .....</b>	<b>5</b>
<b>3.0 HEALTH AND SAFETY POLICY STATEMENT .....</b>	<b>6</b>
<b>4.0 ORGANISATION .....</b>	<b>7</b>
<b>4.1 THE BOARD OF DIRECTORS .....</b>	<b>7</b>
<b>4.2 THE LOCAL MANAGEMENT BOARD .....</b>	<b>7</b>
<b>4.4 THE HEALTH AND SAFETY LEAD .....</b>	<b>8</b>
<b>4.5 CURRICULUM LEADERS .....</b>	<b>8</b>
<b>4.6 CLASS TEACHERS .....</b>	<b>9</b>
<b>4.7 STUDENTS .....</b>	<b>10</b>
<b>5.0 ARRANGEMENTS .....</b>	<b>12</b>
<b>6.0 MONITORING THE POLICY .....</b>	<b>12</b>
<b>7.0 REVIEWING THE POLICY .....</b>	<b>13</b>

## MULTI ACADEMY TRUST

### GENERAL STATEMENT OF INTENT

#### Introduction

The purpose of this policy statement is to indicate the Trust's commitment to achieving a safe working environment for all staff, students and visitors connected with our sites and activities.

This policy will be reviewed by the Governor with the responsibility for Health and Safety and ratified by the Local Management Board.

1. The Board of Directors recognise and accept their respective responsibilities under the Health and Safety at Work Act 1974, and all the supporting regulations in order to provide a safe and healthy workplace for all its employees, students and visitors to the MAT's premises.

The Board of Directors will exercise overall responsibility for the health, safety and welfare of all staff, students and visitors to the Trust premises and Trust activities. Day to day operational responsibility is delegated to the Local Management Boards of each Academy. Local Management Board members are required within the Scheme of Delegation to ensure the health, safety and well-being of all staff, students and visitors and ensure that adequate resources are allocated to provide a safe environment.

2. The Local Management Board 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 and safety at work;
  - d) A safe place of work and access to it;
  - e) A healthy working environment and adequate welfare facilities.
3. Although it is the legal duty of the Board of Directors to ensure the health, safety and welfare of everyone affected by their activities; all employees acting in a managerial capacity are responsible for ensuring that everyone under their charge complies at all times with the Trust's Health and Safety

objectives.

4. A Health and Safety Advisor, supplied through EPM, provides competent technical advice on health and safety matters where necessary to assist such employees in their task providing legal support and best practice when required.
5. The Board of Directors and Local Management Boards expect all staff to risk assess the impact of their activities in relation to themselves and third parties. Staff are expected to inform an appropriate manager of any safety concerns and if required, the concerns should be passed on to the Board of Directors for action if necessary.

## **CARMEL COLLEGE**

### **HEALTH AND SAFETY POLICY**

#### **1.0 Introduction**

The following statement of Carmel College's general policy with respect to the health and safety of its employees and students while at work, and the organisation and arrangements presently in force for carrying out that policy, has been prepared in accordance with the Health and Safety at Work Act 1974.

A copy of this policy will be made available to all staff. Staff, in addition to the policy, will have access to support and advice in order to implement and comply with the policy and procedures.

#### **2.0 Foreword by Principal**

Carmel College recognises and accepts its legal responsibilities for the health, safety and welfare of its employees and the health and safety of any other person who may be affected by its activities. To this end it aims to apply and enforce all current legal requirements, together with appropriate safety measures. In addition, where practicable, the College will attempt to continuously improve the health and safety at work of all its members, by operating a proactive policy of reducing hazards over and above the requirements of legislation. This will be done within a clearly defined safety management structure by the dissemination of appropriate guidance, instructions and information and auditing procedures.

While recognising its own responsibilities in the matter of health and safety at work, the College requires the co-operation of all members of staff, students and visitors, in meeting these obligations. The College believes that health and safety at work is the responsibility of all those at work. It will encourage employees to take an active role in ensuring that a safe working environment is maintained. This will be done by providing a clear reporting route for accidents and incidents and encouraging suggestions to improve the working environment.

Communication is considered a vital part of any efficient health and safety management system. Therefore, any member of staff or student of the College may approach his or her Curriculum Leader, Class Teacher or Carmel's Health and Safety Lead on any matter relating to health and safety.

### 3.0 Health and Safety Policy Statement

The management of health and safety is regarded as being of the utmost importance for all students, staff and visitors to Carmel College. Therefore, the College recognises and accepts its responsibility to set standards at least as high as required by the Health and Safety at Work Act 1974 and supporting regulations. The College will so far as is reasonably practicable, aim to achieve zero work related fatalities, as well as an incident and injury free environment.

The College will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health.
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors.
- Maintaining any place of work under the College's control in a condition that is safe and without risks to health; providing and maintaining safe means of access to and egress from it.
- The provision and maintenance of a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
- Providing such protective equipment as is necessary for the health and safety at work of employees and students.
- The encouragement of staff to set high standards of health and safety by personal example, in order that students leaving the College should take with them an attitude of mind which accepts good health and safety practice as normal.
- Striving to monitor the effectiveness of health and safety provisions within the College.
- Keeping the College Health and Safety policy under at least a 3 year review in order to support the College's policy of continuous improvement and to duly publish any amendments.
- Co-operating and co-ordinating its health and safety efforts to meet the safety objectives of the Carmel Multi Academy Trust.

This statement will be issued to each new member of staff along with the Trust's Health and Safety policy statement.

## **4.0 Organisation**

Although health and safety is a collective responsibility, this policy recognises the responsibility that effective and efficient management has towards achieving the College's safety objectives. The Principal is responsible to the Local Management Board for the management of health and safety matters within the College. Oversight and co-ordination for health and safety across the College is the responsibility of the Trust's Health and Safety Lead. This section outlines the responsibility each element within the College has towards the health, safety and welfare of those connected with Carmel College.

### **4.1 The Board of Directors**

The Board of Directors of Bishop Hogarth Catholic Education Trust shall ensure that when undertaking its functions as the legal entity for each of the academies, that it takes due cognizance of regulations, guidance and good practice. The Board delegates to the Local Management Board the responsibility for college specific compliance.

### **4.2 The Local Management Board**

The Local Management Board of Carmel College shall ensure that when undertaking the management of the budget, all health and safety implications are considered. Furthermore, their main functions are:

- a) Monitoring the College's safety performance (including consideration of inspection reports, accident statistics and audits);
- b) Prioritising actions where resources are required;
- c) Ensuring actions are carried out;
- d) Including health and safety on meeting agendas;
- e) Ratifying the local Health and Safety Policy.

### **4.3 The Principal**

The Principal has overall responsibility for the application of this policy.

The main functions are:

- a) Overall management of all health and safety matters in the College in accordance with the Health and Safety Policy;
- b) Ensuring risk assessments are in place and regular reviews are carried out;
- c) Submitting inspection reports to Local Management Boards and the Board of Directors;
- d) Ensuring action is taken when suitably recommended;
- e) Communication of information received on health and safety matters to appropriate

people;

- f) Management of investigations;
- g) Identifying staff health and safety training needs;
- h) Liaising with Directors and the Local management Board on policy issues and any problems in implementing the health and safety policy;
- i) Co-operating with and providing necessary facilities for trade union safety representatives.

#### **4.4 The Health and Safety Lead**

The Health and Safety Lead can be expected to:

- a) Undertake duties as directed by the Head of School in pursuance of the College's Health and Safety policy;
- b) Review annually all health and safety practices and procedures within the College and advise, make recommendations and implement as deemed necessary;
- c) Act as the focal point for the day-to-day references on health and safety, and advise or indicate sources of advice;
- d) Co-ordinate the implementation of safety procedures;
- e) Maintain contact with outside agencies that are able to offer expert advice;
- f) Ensure that appropriate and regular inspections of the College are conducted and to check the suitability of working practices;
- g) Ensure that accidents and hazards are recorded and reported as appropriate to the College's Health and Safety Advisor. Also, to oversee appropriate remedial action, including accident and near miss investigation;
- h) Review annually;
  - Provisions of First Aid arrangements
  - Emergency procedures
  - Safety procedures
  - Safety induction procedures
  - Risk Assessments

#### **4.5 Curriculum Leaders**

Curriculum Leaders include those with teaching as well as non-teaching responsibilities, (e.g. Pastoral Leader, Caretaker, etc.). Staff holding such positions:

- a) Have responsibility for the application of the Health and Safety Policy to their own



department and must comply with the instructions given by the Board of Directors, Local Management Board and Principal;

- b) Must establish, maintain and develop safe working procedures (e.g. safe use and storage of chemicals, machinery etc.);
- c) Must attempt to resolve any health and safety problems any member of staff may raise, and refer to the College's Health and Safety Lead any problem for which there is not a satisfactory solution within the resources available;
- d) Will conduct regular safety inspections within their department, of activities for which they hold responsibilities and to submit reports to the Health and Safety Lead;
- e) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own health and safety at work in conjunction with the Health and Safety Lead. Also, to communicate health and safety information received to appropriate people. This role should also ensure staff within their department have received health and safety induction training;
- f) Notify the Health and Safety Lead of any changes or additions to plant, equipment and machinery;
- g) Implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion;

#### **4.6 Class Teachers**

The safety of students and visitors in the classrooms, laboratories, workshops, physical education areas and on trips is the responsibility of the class teacher.

Their main functions are:

- a) Day-to-day management of health and safety in accordance with the Health and Safety Policy;
- b) Checking classroom/work areas are safe before commencing lessons (e.g. No slip or tripping hazards etc.);
- c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- d) Ensuring safe procedures are followed and that emergency procedures are understood;
- e) Ensuring protective equipment is available and used correctly, when needed;

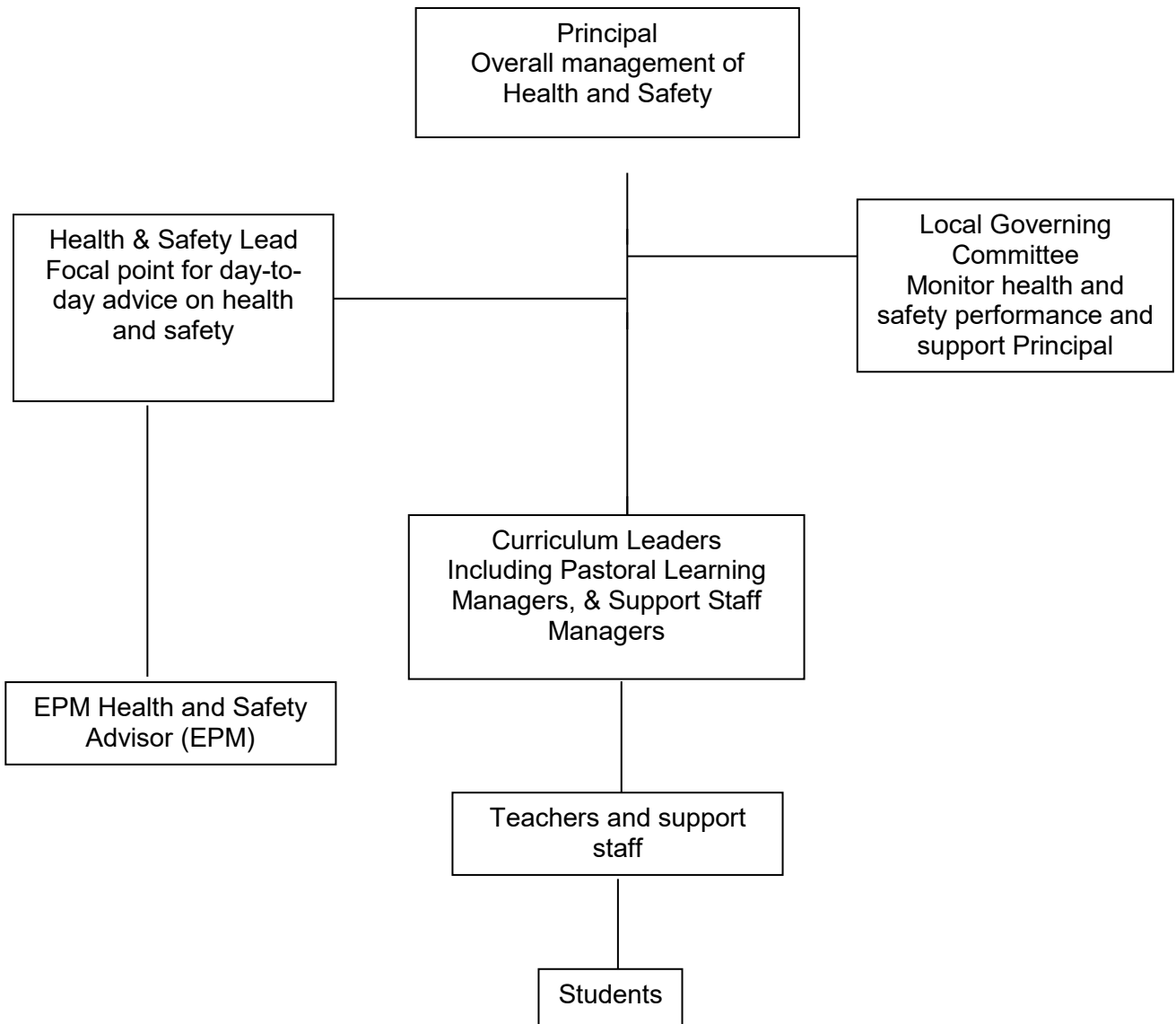
- f) Participating in inspections and supporting health and safety initiatives, if appropriate.
- g) Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety;
- h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety;

#### **4.7 Students**

Students are expected to:

- a) Understand and exercise personal responsibility for both the safety of themselves and others;
- b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear and the preclusion of unsuitable jewellery etc.);
- c) Understand and observe the safety rules of the College and in particular the instructions from staff given in an emergency;
- d) Use, and not deliberately misuse, neglect or interfere with items provided for safety;

### Carmel College Health and Safety Organisation Flowchart



## **5.0 Arrangements**

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

In support of this policy the College and Trust has in place a number of supporting documents to provide specific detailed direction and guidance.

- School AMP (Asbestos Management Plan)
- HSE Asbestos Management Guidance
- Trust Blood Borne Viruses (BBV's) and Sharps Disposal Procedure
- Trust Contractor Vetting and On-Site Management
- HSE COSHH Guidance
- Trust DSE (Display Screen Equipment) Protocol
- Trust Educational Visits Procedure
- HSE Electrical Management Guidance
- School Fire Emergency Plan
- School Fire Risk Assessment
- Trust First Aid Policy (incorporating Accident Reporting Procedures)
- HSE Gas Safety Management Guidance
- Trust Health and Safety Communication
- HSE Ionising Radiation Guidance
- Trust Knives Policy
- HSE Legionella Management Guidance
- School Lockdown Procedure
- School Lone Working Risk Assessment
- HSE Manual Handling Guidance
- Trust Medical Conditions Policy
- HSE PPE Guidance
- School Risk Assessments
- HSE Servicing & Maintenance of Statutory Equipment Guidance
- School Site Security Arrangements
- Trust Stress Management Policy
- Trust Substance Misuse
- School Traffic Management Policy
- Trust Training Programme
- Trust Transport Policy
- School Tree Survey
- Trust Violence to Staff Protocol
- Trust WFH (Working from Home) Risk Assessment
- HSE Working at Height Guidance

All Trust and HSE documents can be located on Teams All Staff in the Trust Health and Safety Policy folder.

## **6.0 Monitoring the Policy**

Monitoring the effectiveness of the Health and Safety Policy commences as a College responsibility in which the Local Management Board, College Health & Safety Lead and Health and Safety Committee play key roles. Monitoring includes ensuring that inspections are taking place regularly so that the hazards and risks of activities carried out within the College are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and students (especially new members of the College) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at College level is particularly important so that remedial action can be taken to prevent any recurrence. The Health and Safety Lead will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the relevant Enforcing Authority, and those which require further investigation and possible notification to others within the College and to set in train appropriate remedial action.

## **7.0 Reviewing the Policy**

The implementation of this policy will be audited by the College's Health and Safety Advisor and will be reviewed every 3 years by the Lead Health and Safety Co-ordinator and the Health and Safety Advisor before being agreed by the College Safety Committee and adopted by the Local Management Board. If there are reasonable changes to the structure and major personalities of the College the review may be conducted at an earlier period than the agreed date.