Health & Safety Policy

Mater Ecclesiae Catholic Multi Academy Trust



 One Family In Christ

**October 2022**

**Review Oct 2023**

**This policy should be reviewed annually**

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| **Health and Safety Statement** | **Approved Oct 2022** |
| **Review 1**  |  |
| **Review 2** |  |
| **Review** |  |

**This policy statement is in addition to individual schools Health and Safety statements, roles, responsibilities and objectives**

**Our Lady and St. Edward’s**

**St. Augustine’s**

**St. Bernard’s**

**St. Clare’s**

**St. Joseph’s**

**St. Teresa’s**

**The Blessed Sacrament**

## Introduction

Each Academy in the Mater Ecclesiae Catholic Multi Academy Trust has responsibilities for health and safety and a statutory duty to comply with the health and safety legislation. This Trust policy is reviewed regularly and is brought to the attention of all employees via a range of briefings, online tools and notice board arrangements.

This Health and Safety Policy consists of four main sections:-

* Health and Safety Policy Statement
* Organisation
* Health & Safety Arrangements
* Monitoring and reviewing arrangements

This policy should be read in conjunction with other Mater Ecclesiae and academy documents and policies, including (this list is not exhaustive):

* Accident Reporting Books
* Supporting Pupils at School with Medical Conditions Policy
* Local Authority Accident / Near Miss Incident Form
* Fire Safety Log
* Fire and Evacuation Procedures (Emergency plan)
* Fire Risk Assessment
* Specific School and Work Environment Risk Assessments
* Educational Visits Policy
* Sickness Absence Policy
* Critical Incident Policy and Procedures
* No Smoking Policy
* Premises Management

##

## Section 1 - Health and Safety Policy Statement

Each Academy in the Trust recognises its responsibility to promote a culture where Health & Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice, each Academy will ensure, so far as is reasonably practicable, that;

* Plant equipment and systems of work are safe and without risks to health;
* The handling and storage of articles and substances will be safe and without risk to health;
* Appropriate information, instruction, training and supervision is given to assist all employees, students and visitors to avoid hazards and contribute positively to their own health and safety whilst on our academy premises;
* The site is maintained in a safe condition and without risks to health;
* A healthy working environment is provided;
* There is provision of adequate welfare facilities and suitable protective clothing and equipment
* Arrangements are made for the safe introduction of new plant, machinery, substances and procedures;
* There are adequate arrangements made for staff welfare at work and the welfare of students/pupils and visitors.

Each Academy acknowledges that no policy can be completely effective without the full co-operation of all concerned with the safe operation of the Academy. Each will therefore strive to gain this degree of commitment from the staff through training, encouragement and good communication.

## Section 2 - Organisation of Health and Safety Matters

This section of the policy outlines the duties and responsibilities of individuals/groups within the Academies.

### Directors

The Directors will ensure that:-

* + 1. The Trust and Local Authority Health & Safety Policies and Codes of Practice are fully implemented;
		2. Regular Health & Safety inspections are undertaken and reports compiled and shared as necessary;
		3. The Academies’ staffing structures appropriately reflect the delegated responsibilities for carrying out the arrangements for Health and Safety;
		4. A positive Health & Safety culture is established and maintained, with staff training given a high priority.

### Local Governing Body

### Each local governing Body is responsible, as far as is reasonably practicable, for;

* + 1. Ensuring risk assessments of work activities are undertaken,
		2. Ensuring nominated Health and Safety staff are fully aware of their responsibility for their delegated tasks
		3. Ensuring arrangements are made for the inspection of the Academy premises and working practices on a regular basis;
		4. Monitoring Health and safety checks

### Headteacher or Executive Headteacher

Each Academy Headteacher or Executive Headteacher is responsible, as far as is reasonably practicable, for;

**Ensuring Health and Safety is an integral part of the management of the Academy**.

This will include setting of objectives as part of a planned approach to full legislative compliance and producing and updating, as necessary, the Academy’s health and safety policy document. This policy details arrangements with respect to implementing local policies and procedures in the Academy;

* + 1. Ensuring risk assessments of work activities are undertaken, a written record of the assessments is kept and this record is reviewed at least annually to ensure they remain valid;
		2. Ensuring nominated Health and Safety staff are fully aware of their responsibility for their delegated tasks and have been provided with the necessary training with qualifications held centrally
		3. Ensuring adequate arrangements exist for the reporting of accidents and potential hazards, and that such reports are forwarded to the Local Authority;
		4. Reporting all known hazards immediately to the Health and Safety Representatives and stop any practices or use of any plant, tools, equipment, machinery etc. that s/he considers to be unsafe until satisfied as to their safety;
		5. Ensuring arrangements are made for the inspection of the Academy premises and working practices on a regular basis;
		6. Maintaining appropriate safety documents and records;
		7. Reviewing annually :
			- the provision of First Aid in the Academy
			- the emergency regulations, and make recommendations for improving procedures and training personnel;
		8. Ensuring that all purchases have been assessed for suitability and compliance with the Provision and Use of Work Equipment Regulations 1998 and are PAT tested at least annually.

### Employees

All employees must:

* + 1. Take reasonable care for their Health & Safety at work and that of other persons who might be affected by their acts;
		2. Adhere to and comply with statutory regulations and agreed procedures for safe working, observe safety rules or instructions relevant to particular work or locations and use protective clothing and safety equipment that is provided;
		3. Exercise effective supervision of students, giving clear instructions and warnings as often as necessary and giving special lessons in safety where appropriate;
		4. Know the emergency procedures in respect of fire, bomb scare, lock down, hold and secure, First Aid and carry them out;
		5. Report immediately, or as soon as practicable, any defects with equipment, machinery or the workplace in general and any concerns over matters affecting Health and Safety;
		6. Report any near misses or Health & Safety concerns to the Site Supervisor or Academy Office;
		7. Not misuse anything provided for Health & Safety purposes;
		8. Request protective clothing, guards, special safe working procedures or similar where necessary;
		9. Co-operate fully with management in respect of complying with Health & Safety requirements;
		10. Completing any necessary risk assessments expected of them specific to learning environments or activities that they may undertake eg. classroom risk assessments or specific sporting lessons
		11. Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
		12. Ensure that suitable footwear is worn for Health and Safety tasks.

### Students

All students are expected to:

* + 1. Comply with the Academy rules relating to behaviour;
		2. Comply with all information that is provided both verbally and written relating to Health & Safety matters;
		3. Not misuse anything provided for Health & Safety reasons;
		4. In the case of an emergency, listen to and obey instructions given by staff;
		5. Ensure that suitable footwear is worn.

# Section 3 - Health and Safety Arrangements

This section of the policy outlines the procedures adopted by each of the schools to ensure the safety of all employees, students, visitors and tradesmen while engaged in activities on-site and the safety of employees and students when engaged in Academy business off-site.

* 1. ***Reporting of Accidents and Incidents***

All accidents to pupils, students and staff involving injury are recorded either in the accident and incident log or online recording systems.

In addition to completing these documents, a separate Near Miss/Incident Form will be completed if the injury resulted in an ambulance being summoned, the child requiring external medical intervention (dentist/nurse/health practitioner) or the injury was a near miss adventure or incident. These forms will be then forwarded to the Local Authority’s Health & Safety department where the information is reported to RIDDOR.

Termly health and safety reports, including the results of accident investigations and statistical analyses, are provided to Directors by each Academy’s Headteacher/Executive Headteacher as part of a continuing monitoring system.

* 1. ***First Aid***

Mater Ecclesiae gives high priority to staff training in First Aid. First Aid personnel have all be trained to the First Aid at Work Standard with staff working with primary aged pupils trained in Paediatric First Aid. First Aid kits are maintained in the school offices, First Aid Rooms and near to the most likely areas for accidents to occur (eg. by playgrounds/dining hall).

All staff have a duty of care to carry out immediate First Aid; new staff are reminded of this in their induction. A First Aider is required to provide treatment and parents will be informed except in the case of more minor incidents. A bump to the head is followed up by a letter and a text to, or conversation with, parents. . A text is sent when an inhaler is administered outside of any normal planned delivery of the medication. There is a separate protocol (care plan) for pupils and students identified as needing specialised treatment eg: such as anaphylaxis, severe asthma or epilepsy.

* 1. ***Fire Safety***

The Headteacher or Executive Headteacher will ensure that a fire risk assessment review takes place at least once a year. All staff will be made aware of: -

* + 1. The location of the fire alarm exits
		2. The location of the fire assembly points
		3. Fire and Evacuation procedures.

Each school has a member/members of staff trained as fire wardens and these people conduct a sweep of the premises when a fire alarm is sounded and ensure effective evacuation is complete. A fire evacuation practice will be carried out at least once a term and the Site Supervisor will keep a log of the outcome in the fire logbook. Each academy has their own Emergency Plan.

External contractors service the Trust’s fire-fighting equipment and fire alarms on a regular basis and records are maintained by the Site Supervisor. The alarm is tested on a weekly basis by the Site Supervisory team.

* 1. ***Electrical Equipment***

Mater Ecclesiae complies with the 1989 Electricity at Work Regulations which identify how to maintain electrical systems safely. Portable appliance testing is undertaken annually. In between annual checks, all electrical equipment should be given a visual check before use, checking the plug for signs of damage and overheating and the cable for damage. Any faulty equipment should be taken out of use immediately and fault reported to Premises Manager/Site Supervisor.

* 1. ***PE Equipment***

An approved contractor checks all wall mounted and large gymnastic equipment annually and all recommendations regarding the repair/replacement of equipment are followed. In addition, teachers will carry out a visual inspection of equipment prior to use. If defects are noticed then the Site Supervisor will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. Faults will then be reported to the Premises Manager

### Play Equipment

All play equipment is approved safe by through annual inspections. In addition, members of staff will carry out a visual inspection prior to use by pupils during lesson or break times. If defects are noticed then the Site Supervisor will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. Such defects will be reported to the Premises Manager.

* 1. ***Chemicals Safety***

Mater Eclesiae will follow COSHH procedures to ensure the careful selection, use, storage and transport of all potentially harmful substances. Chemicals are stored in locked areas in suitable storage spaces. The cleaners, under the supervision of the Site Supervisor, will be responsible for these matters and a COSH register held in every cleaning store.

* 1. ***Risk Assessments***

The Academy’s risk assessment process is on-going with risk assessments being undertaken for hazards, activities and locations. Staff have access to these and are reminded on a regular basis to make themselves familiar with those that affect them. Staff are informed of the location of health and safety documentation at induction.

* 1. ***Visitors on Site***

For accidents on site please refer to 3.1 Reporting of Accidents and Incidents.

* 1. ***No smoking Policy***

Mater Ecclesiae has a non-smoking policy that applies to all visitors, contractors, staff and voluntary helpers. The policy applies to the whole of all school sites all inside and outside areas within the school boundary. It is also requested that should smoking take place outside school that it is done so discretely and away from the main entrances and walkways without their lanyard or school logo on uniform visible. This is to ensure our children and visitors are not exposed to passive smoking.

* 1. ***Educational Visits***

During the planning of off-site visits, staff are encouraged to give high priority to Health and Safety considerations and pre-visits are expected, wherever possible. Appropriate student/pupil teacher ratios are expected to reflect the age of the student and the nature of the trip. A risk assessment should be completed by the lead teacher and be approved by the EVC and Headteacher/Executive Headteacher through the use of the EVOLVE visits database or other local visit protocols. Further details of this can be found in the Educational Visits policy.

### Medical Needs

For more information on managing medical needs please refer to the “Supporting Pupils at School with

Medical Conditions” Policy.

* 1. ***Infectious Diseases***

The Academy follows the latest HPA guidance on infection control. Parents are advised of this guidance and encouraged to keep students suffering from infectious diseases at home until they are no longer infectious. Mater Ecclesiae has a duty of care to ensure that those staff/pupils who suffer from auto-immune conditions or are pregnant are informed when such infectious diseases are reported and confirmed.

* 1. ***Manual Handling***

Manual handling legislation requires that any manual handling operation that has the potential to cause a significant injury needs to be assessed. The site supervisor, and other identified staff as necessary, will undertake appropriate training in manual handling for this purpose.

### Security

The premises of the Mater Ecclesiae Truat and the equipment within it are protected as far as is reasonably practicable through controlled access to the buildings and a secure site perimeter. The premises are kept in a well-maintained condition so as to be attractive in appearance and kept free of graffiti, litter and other disfigurements.

* 1. ***Well Being***

The well-being of staff is seen as an integral part of Trust’s Health & Safety responsibility. All staff have the right to a reasonable work life balance and to expect the appropriate support or intervention when they experience health or personal difficulties. An ethos of mutual respect and support is promoted amongst all staff. Staff are encouraged to raise any concerns with the Headteacher/Executive Headteacher or their Line manager but also have access to a confidential counselling service. All sickness absence will be managed under Mater Ecclesiae Sickness Absence Policy and Procedures once aligned. Currently it is managed under LCC policies

* 1. ***Water Safety***

Water temperature controls are checked by the Site Supervisor on a regular basis. The water supply is tested regularly for legionella control and water purity.

* 1. ***Office Computers***

Staff are encouraged to plan their work so their routine allows them to change activity and avoid prolonged periods of intense work at a computer. Habitual users of computers are able to benefit from a free eye test on request and all users of technology complete a Display Screen Equipment (DSE) assessment annually.

# Section 4 - Premises Management

### Background

Part 5 of The Education (Independent School Standards) (England) Regulations 2010 (ISS) stipulates the minimum standards for academy premises including those for toilet and washing facilities, medical accommodation, health, safety and welfare, acoustics, lighting, water supplies and outdoor spaces. A separate policy exists for this purpose.

### Toilet and washing facilities

The regulations require that:

* + - Suitable toilet and washing facilities are provided for the sole use of pupils;
		- Separate toilet facilities for boys and girls aged 8 years or over are provided except where the toilet facility is provided in a room that can be secured from the inside and is intended for use by one pupil at a time;
		- Suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the academic year who receive physical education.

### Medical accommodation

The regulations require that:

* + - Suitable accommodation is provided in order to cater for the medical and therapy needs of students including:
			* For the medical examination and treatment of students;
			* For the short-term care of sick and injured pupils including a washing facility and proximity to a toilet facility;
		- This accommodation cannot be used for teaching but can be used for other purposes provided it is always readily available to be used for the purposes above;

*Each Academy has access to a designated room, which is always readily available in order to cater for medical and therapy needs and meets the requirements above.*

### Health, safety and welfare including Fire Safety and Accessibility

The regulations require that the academy premises and accommodation and facilities provided are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured. There is also a substantial amount of other health and safety legislation that applies to most buildings, including those of an academy. The Health and Safety at Work etc Act

1974 (HSWA)and regulations made under it (Workplace [Health, Safety and Welfare] Regulations 1992), are aimed at securing the health, safety and welfare of employees as well as protecting others (e.g. students and visitors) against risks to their health and safety arising from the activities of a work undertaking.

***Health, Safety and Welfare*** – The Workplace (Health, Safety and Welfare) Regulations 1992 requires the following:

* + - The workplace and the equipment, devices and systems shall be maintained (including cleaning) in an efficient state, working order and good repair;
		- Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air;
		- During working hours, the temperature in all workplaces inside buildings shall be reasonable;
		- Every workplace shall have suitable and sufficient lighting;
		- Every workplace and the furniture, furnishings and fittings within shall be kept sufficiently clean;
		- Every room where persons work shall have sufficient floor area, height and occupied for purposes of health, safety and welfare;
		- Every workstation shall be so arranged that it is suitable both for any person at work andfor the work likely to be done there;
		- Every floor in a workplace and the surface of every traffic route in a workplace shall be suitable for the purpose for which it is used;
		- So far as is practicable, every tank, pit or structure where there is a risk ofa person in the workplace falling into it shall be securely fenced;
		- Every window or other transparent surface in a wall, partition, door or gate shall, where necessary for reasons of health and safety, be of safety material or otherwise protected against breakage and be appropriately marked or incorporate features so as to make it apparent;
		- No window, skylight or ventilator shall be in a position when open which is likely to expose any person in the workplace to a risk to health and safety;
		- All windows and skylights in a workplace shall be of a design or be so constructed that they may be cleaned safely;
		- Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner;
		- Doors and gates shall be suitably constructed including being fitted with any necessary safety devices to prevent it coming off, falling back or causing injury by trapping and to allow it to be operated manually (if powered) and providing a clear view of the space to both sides if capable of being pushed from either side;
		- Escalators and moving walkways shall function safely, be equipped with any necessary safety devices and be fitted with one or more emergency stop controls easily identifiable and accessible;
		- Suitable and sufficient sanitary conveniences shall be provided at readily accessible places;
		- Suitable and sufficient washing facilities, including showers if required, shall be provided at readily access places;
		- An adequate supply of wholesome drinking water shall be provided for all persons at work;
		- Suitable and sufficient accommodation shall be provided for the clothing of any person at work which is not worn during working hours;
		- Suitable and sufficient facilities shall be provided for any person at work in the workplaceto change clothing where the person has to wear special clothing for the purpose of work;
		- Suitable and sufficient rest facilities shall be provided at readily accessible places including suitable facilities to eat meals and equipped with an adequate number of tables and seating with backs for the number of persons at work likely to use them at any one time.

***Fire safety*** – The Regulatory Reform (Fire Safety) Order 2005 requires academies to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants to include ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarizing staff and pupils with emergency evacuation procedures.

*Each school has a Fire Risk Assessment in place reviewed annually.*

***Accessibility*** – The Equalities Act 2010 requires academies to prepare and implement an accessibility strategy to improve the physical environment for students with disabilities and special educational needs (SEN) including consideration of their particular health and safety needs on the academy premises.

*Each Academy has an Accessibility Strategy in place reviewed annually.*

### Acoustics

The regulations require suitable acoustic conditions and sound insulation in each room having regard to the nature of the activities which normally take place there i.e. there will be good sound quality and minimal disturbance from unwanted noise.

### Lighting

The regulations require that:

* + - The lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place there;
		- External lighting is provided in order to ensure that people can safely enter and leave the academy premises.

*Each school achieves adequate light levels, giving priority to daylight, with easy to use controls. External lighting is sufficient to ensure safe pedestrian movement after dark and emergency lighting is installed in appropriate areas.*

### Water supplies

The regulations require that:

* + - Suitable drinking water facilities are provided;
		- Toilet facilities have an adequate supply of cold and hot water;
		- Cold water supplies that are suitable for drinking are clearly marked as such;
		- The temperature of hot water at the point of use does not pose a scalding risk to users.

*Each school has a service level agreement in place with an external third party firm, which includes appropriate legionella checks to ensure that water supplies are safe and adequate.*

### Outdoor space

The regulations require that suitable outdoor space is provided to enable physical education to be provided to students and students to play outside.

*Each school has outdoor spaces suitable for outside play and physical education, regularly maintained through a grounds maintenance service level agreement by an external third party.*

## Section 5 - Monitoring of Health and Safety and Review Arrangements

* Health and Safety inspections will be carried out once a term.
* A fire risk assessment will take place once a year as well as at any time that issues are raised by members of staff or contractors require it

The Academy’s Health and Safety policy will be reviewed annually