

St. Thomas of Canterbury Catholic Academies Trust



**Thomas Becket
Secondary**



**St. Gregory's
Primary**



**St. Mary's
Primary**



**The Good Shepherd
Primary**

HEALTH AND SAFETY

Introduction

As the employer of staff, St Thomas of Canterbury Catholic Academy Trust has overall responsibility for the health, safety and welfare of staff and students in the academies. St Thomas of Canterbury Catholic Academy Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

St Thomas of Canterbury Catholic Academy Trust will support its academies in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a safety committee will be established at trust-wide level which will cover all the academies within St Thomas of Canterbury Catholic Academy Trust. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977. This committee will meet termly. This committee is in addition to academy-based committees dealing with health and safety, for example academy safety committees or School Committee premises committees, which will report to this central committee operating across the Trust.

Although overall accountability for health and safety lies with St Thomas of Canterbury Catholic Academy Trust, day-to-day responsibility and accountability for the health and safety of staff and students in individual academies is delegated to the Headteacher, who in turn will delegate particular functions to other staff, in particular the Premises Manager.

The local governing bodies of academies within St Thomas of Canterbury Catholic Academy Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the headteacher and Senior Management Team of the academy and relevant staff of the trust to support good health and safety management.

The model policy below is required for adoption by all St Thomas of Canterbury Catholic Academy Trust academies.

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HEALTH AND SAFETY POLICY FOR ACADEMIES

NAME OF ACADEMY:

1. General Statement of Intent

The School Committee of (.... *Academy name*....) undertakes to meet fully its responsibilities under the 'persons in control of premises section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

The School Committee will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the School Committee will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The School Committee will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

ORGANISATION

2.1 Responsibilities of the School Committee

The School Committee will ensure that:

- a) The Headteacher produces a school health and safety policy for the academy for approval and adoption by the School Committee.
- b) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- d) Regular termly safety inspections are undertaken.
- e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- f) An annual health and safety report is published.
- g) A positive health and safety culture is established and maintained.

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for day to day overall management of health and safety in the academy.

The Headteacher will ensure that:

- a) A health and safety policy is produced for approval by the School Committee and that the policy is regularly reviewed and revised as necessary, at least every two years.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- c) For high risk activities, safe systems of work are identified via a risk assessment.
- d) Information and advice on health and safety is acted upon and circulated to staff and school representatives.
- e) Regular inspections are carried with reports submitted to the School Committee and Trust.
- f) An annual report is provided to School Committee.
- g) There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- h) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- i) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- k) There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives.
- l) Appropriate tasks are delegated to the Academy's Premises Manager and other premises staff.

2.3 Responsibilities of Senior Managers and Department Heads

- a) Deputy and assistant headteachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

- b) Heads of department/faculty may be expected to oversee health and safety matters relating to their curriculum areas.

2.4 Responsibilities of the Premises Manager¹

The Premises Manager will ensure that:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g) Adequate systems are in place for the management of asbestos and control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.
- i) Regular inspections of the premises take place, with union safety representatives invited to take part.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.

2.5 Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c) They report immediately, to the Headteacher or to their line manager any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager..
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.

2.6 Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

¹ In some academies this position may be known as Facilities Manager or Caretaker

All students will:

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other students or staff.

ARRANGEMENTS

3.1 Health and Safety Committee

The academy will establish a safety committee to enable management and trade union representatives to work together to ensure not only compliance with the law but also the development of a positive health and safety culture within the workplace.

3.2 Health and Safety Policies and Procedures

The academy will establish its own arrangements, which may be set out in separate policies or a manual, for addressing the following areas.

Reporting of Incidents/Injuries/Accidents
Asbestos management (where applicable)
Contractors on site
Off-site activities
School security
Slips and trips
Vehicle movements
Fire safety
Electrical safety
Minibus safety (where applicable)
ICT use
First aid
Lifting/handling
Infectious diseases
Severe weather
Administration of medicines
Critical incidents
Lone working
Dignity at Work
Stress management
Water safety/legionella