

# St George & St Martin Catholic Academy

## Health & Safety & Wellbeing Policy 2017/18

Member of The Newman Catholic Collegiate



# St George and St Martin Catholic Academy Health, Safety & Wellbeing Policy Statement

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## Part 1

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy, it records the academy's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Academy Committee and those in control of the Academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this Academy Committee will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on academy premises or taking part in academy activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the Academy will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

<i>Signed</i>	<i>Signed</i>
Lisa Harrison – Chair Academy Committee	Dawn Farmer - Principal
Date:	Date:

# St George and St Martin Catholic Academy Health, Safety & Wellbeing Policy Statement

## Part 2

### Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in Academies rests with the employer. Who the employer is, depends upon the type of academy.

Type of Academy	Who is the Employer?	Comments
Community Academies Community Special Academies Voluntary Controlled (VC) Academies Maintained Nursery Academies Pupil Referral Units	<b>The County Council.</b>	Governors of Academies in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.
Foundation Academies Foundation Special Academies Voluntary Aided (VA) Academies	<b>The Governing Body.</b>	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	<b>The Governing Body/Board/Sponsor</b>	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

Regardless of anything stated above, all academy governing bodies have health and safety responsibility as the **occupier** of the premises.

Principals must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Academy Committee arrangements arising out of their health and safety responsibilities.

### Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Academy Committees based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

<b>Policy-makers</b>	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the Academy's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/academy health & safety objectives.

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	Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in academis?

	Policy-makers	Planners	Implementers	Assisters	Employees
Directors & Academy Committee					
Principal					
Academy Leadership Team					
Deputy/Assistant Principal					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health					

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Professionals					
Other Assisters					Excluding Entrust Assisters
Council Strategic Property Officers					
Insurance services					
Entrust Asbestos Management Team					
Property Services					
HR					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
<b>Directors &amp; Academy Committee</b> <b>Principal</b> <i>CC H&amp;S Policy Group</i> <i>H&amp;S Advisers</i>	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the Academy's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the Academy has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all Academy activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Academy Committee;

- Must ensure that those who have been assigned specific responsibilities in academy for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the academy on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the Academy is meeting H&S obligations by checking that policies and procedures are implemented in accordance with

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requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

- *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
- *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their Academy H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The Academy Committee will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The Academy Committee will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
<ul style="list-style-type: none"> <li>Principal</li> <li>Members of the Academy Leadership Team</li> <li>Academy Committee</li> <li>Deputy/Assistant Principal</li> <li>Health and Safety Coordinator</li> <li>Heads of Dept</li> <li>Managers</li> <li>Premises Manager</li> </ul>	<p>Develop the local plans to achieve corporate/academy health &amp; safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area</p>

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the Academy and Academy activities taking place outside academy premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the Academy planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)

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- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the Academy are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the Academy planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise the Academy Committee of the resources and arrangements needed to manage health and safety effectively as part of the academy planning process.
- Communicate any health and safety actions outlined in the Academy planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the Academy Committee and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of Academy staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the Academy Committee and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### **Health and Safety Committee**

The Academy may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the Academy a separate meeting may not be required. It is recommended

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that H&S is a regular agenda item in these meetings.

An annual report to the Academy Committee outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the Academy's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Principal (also Policy maker, Planner)</i> <i>Academy Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within Academy
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall academy planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members,

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these roles are properly assigned and understood by employees in their teams/areas.

- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. academy trips.*

### **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;**

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;

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8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

<b>Assisters</b>	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.

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- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Academy Committee's to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/Academy-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

## Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

### Employees [including temporary & volunteers]

**Employees** – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Academy Committee and Senior Management of the academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all academy safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Academy Committee is notified in writing of such an appointment, the safety representative shall have the following functions:

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- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Principal via the Vice Principal on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

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## Part 3

### Arrangements & Procedures for Health, Safety and Wellbeing

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### 1. Accident Reporting, Recording & Investigation

##### *Major Injuries (including injuries to staff)*

Injuries classified as 'major' which have to be reported to the Health & Safety Executive must be reported to Staffordshire County Council (SCC) directly by telephone without delay (Tel: 01785 355777). SCC will take the necessary steps to inform the Health & Safety Executive. This action will be confirmed by completion and forwarding of the appropriate SCC accident form with one copy kept at the academy in the Accident File.

All 'major injury accidents' will be investigated fully by a nominated team to ascertain the cause and recommend solutions. Such investigations are to include witness statements, photographs of location, conditions etc. and detailed information on the conditions and injuries sustained.

The procedures outlined above will also be followed when any person is taken directly from the academy to hospital, whether or not a specified major injury has been sustained.

A severe head injury will be treated by one of the academy's Nominated First Aiders.

##### *Minor Injuries*

The academy ensures that all staff are First Aid trained and are able to treat minor injuries. Such injuries are to be recorded in either of the accident books located in the Key Stage 1 & Key Stage 2 buildings. Time, date, name of injured, nature of injury and action taken to be recorded.

The note will then to be sent home with the child. Any member of staff may record an accident /injury. The book must be signed by the recorder.

Injuries to staff resulting in absence from work for 4 days or more:

Such injuries are reportable to the Health & Safety Executive within 10 days of notification and should therefore be reported to the SCC Health & Safety Advisor by telephone, who will take the necessary steps to inform the Health & Safety Executive.

Accident forms are periodically reviewed and analysed for any patterns/trends. Actions are

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then put into place to reduce the risk of reoccurrence where appropriate.

## **2. Allergies**

Parents are responsible for informing the academy upon start date of any known allergies or any thereafter. The academy office updates and maintains pupil lists for each year group which details any allergies to ensure all staff have a reference.

## **3. Asbestos**

The Premises Manager is responsible for the Asbestos Record System Manual. This manual is located in the academy office in a bright orange folder, labelled ASBESTOS. The Caretaker and ALL contractors, regardless of the work they are undertaking, are asked to read the Asbestos Register prior to undertaking any work and sign to confirm they understand where known asbestos has been identified.

ALL staff are instructed not to drill or affix anything to walls without first obtaining approval from Principal/Premises Manager. The Premises Manager will consult the Asbestos Register or contact the Premises Officer at Stoke on Trent City Council for further advice.

If, staff suspect damage to asbestos materials they should ensure the area is evacuated as quickly as possible, where possible closing door(s) as they leave the room(s).

Suspected damage must be reported immediately to the Principal/Premises Manager who will contact Premises Officer (Kim Bennett) at Stoke on Trent City Council (Tel. No: 01782 234688), Engie (01782 233030) **AND** Health & Safety Team at Staffordshire County Council (Tel. No: 01785 355777 - duty officer) for further advice.

## **4. Boiler Room**

The Site Supervisor will ensure that the boiler room is kept clean and tidy and free from hazardous substances. Only recognised engineers will ensure the system is functioning correctly.

## **5. Classroom Safety**

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider;

- Proper supervision of the children in their care.
- Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses etc.
- Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access to should be clearly labeled and easily accessible.
- When discussing the behaviour of pupils', considerations of personal safety of

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others should be paramount.

## 6. Contractors

The majority of work carried out in academy falls under the Private Funding Initiative (PFI) and as such work is undertaken by Engie. From time to time Engie may instruct an alternative company to undertake the work, however, all vetting is undertaken by Engie.

Occasionally, the academy/academy committee may wish to appoint their own contractor for work which falls outside of the PFI scope. These contractors are only appointed after consulting with Stoke on Trent Premises Department (01782 234688) for guidance and recommendation.

Prior to any work commencing, a pre-site meeting will be arranged to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods.

Any staff concerns about the work being carried out and/or the contractors should be reported to the Principal or the Premises Manager who will liaise with the Premises Department at Stoke on Trent City Council. Any permanent member of staff may request a contractor to stop work until they have reported to the Principal or senior member of staff.

All contractors are expected to report to the academy office immediately upon arriving on site.

Further information can be found in the *Managing Contractors Policy*.

## 7. Curriculum Safety

Staff are instructed not to use equipment which they are unqualified to use or feel unhappy with. Children should be trained to move, carry and use equipment e.g. P.E. equipment. All staff are aware of the need to undertake suitable written risk assessments prior to commencing any hazardous activity, when using specific equipment for curriculum purposes and when participating in an out of academy learning activity.

The Principal is made aware of any such activities in advance and will remind relevant member(s) of staff to carry out written risk assessment(s).

Should any member of staff require additional training in order to carry out a specific activity this will be arranged in advance of the activity taking place. The academy has adopted the following health and safety policy:

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- Safe Practice in Physical Education, School Sport & Physical Activity 2016

### 8. Drugs & Medications

In line with the Statutory Duty for Academies to Administer Medication, medication will be administered only if it is prescribed and in its original container, clearly labelled with name and dosage - see Medication Policy.

Prior to medication being given, the parent/carer must complete a Medication Administration Form, available from the academy office (Medication Policy, appendix 1). This form details the medical condition, type of medicine, date prescribed, dosage, method and timing, storage requirements, side effects. The form must be fully completed and signed by the parent/carer and authorised by the Principal (or representative). Each time there is a variation in the pattern of dosage a new form must be completed.

It is common practice that medicine will only be administered if prescribed to be taken at least 4 times per day.

Parents may come into academy to administer medication if required.

Medication is stored in the academy office in a suitable container. Should medication need to be kept refrigerated it will be stored in the fridge in the Community Room.

Emergency medication such as asthma inhalers and epipens will be kept in the child's classroom.

Any special staff training requirements identified will be discussed between the Principal and Parent/Carer and suitable arrangements made.

### 9. Electrical Equipment [fixed & portable]

The Caretaker undertakes daily visual electrical checks and signs the 'daily checklist' to confirm this check has been carried out. All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment should be labelled as '**FAULT: DO NO USE**' and will be taken out of use **immediately**. Any defective equipment should be reported to the Premises Manager who will arrange to have the equipment replaced/repaired as necessary.

Personal items of electrical equipment should not be brought into academy for use by staff or pupils unless prior agreement is made with the Principal. All such items should have a PAT test label issued within the last 12 months or are new items less than 12

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months old.

The academy has all portable appliances (PAT testing) inspected and tested by a competent person at least every 2 years.

Risk assessments are carried out and updated annually or when necessary and highlight safety measures e.g. use of extension leads and the need to avoid trailing wires. Further information can be found in the *Electrical Safety Policy*.

### **10. Emergency Contact Details**

Emergency contact information is kept in a file in the academy office, medical room and on the SIMS computer system. The office staff maintain up to date information to ensure contact with parents can be made at all times. All staff are made aware of the location of the contact details file.

Staff emergency contact details are kept in a separate folder in the office marked 'Staff Contact Details.'

### **11. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

**For more information see the Evacuation Policy.**

The academy maintains active monitoring to ensure evacuation routes and exits are kept clear at all times. The Caretaker carries out weekly checks to ensure the maintenance of emergency lighting and alarms and completes the necessary weekly check list to confirm these have been carried out. Engie carry out monthly checks.

Fire alarm call points and extinguishers are located throughout the building at or near the entrance/exit of each area. All staff should note the position of alarm points and fire equipment in the areas in which they normally work. Staff complete online training and understand that on discovery of a fire they must raise the alarm upon leaving.

Fire extinguishers receive annual maintenance checks which are arranged by the Premises Manager. The Caretaker undertakes daily visual checks and immediately reports any defects to the Premises Manager.

Each room has a fire notice detailing the nearest evacuation route. All staff should note the instructions given in regard to the areas of the academy in which they work.

All staff must ensure that doors and corridors are not obstructed and that fire doors are kept open when not in use.

A log book of incidents relating to the fire alarm system is kept in a white fire proof document cabinet in the reception area of the KS1 building. The key to this cabinet is kept in the key

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cupboard in the office. The Premises Manager is responsible for ensuring that entries are kept up to date.

Any pupil with special needs must be given consideration as to whether they require a Personal Emergency Evacuation Plan (PEEP). This will need to be devised with the teacher, Principal, SENCO and Health and Safety team if required. **Under no circumstances must the lift be used as a means of evacuation.**

### Fire Drills

Fire drills are held at least termly and will on occasion include:

- *The blocking of an exit*
- *The removal of a child to test effectiveness of register checks*
- *Lunchtime drills*

### Responsibilities during Evacuations

Staff will be instructed, informed and trained as to their roles and responsibilities during an evacuation which will include; the location of the evacuation points, evacuation routes, the position of fire-fighting equipment and how to use it. For locations of the evacuation points see separate fire evacuation policy.

No one should attempt to fight any fire until everyone is safely out of the building and they can do so without putting themselves or anyone else at risk.

**THE MOST IMPORTANT POINT IN ANY FIRE EVACUATION IS THE SAVING OF LIFE NOT POSSESSIONS.**

On hearing the fire alarm all pupils will stand and form a line to leave the working area. The person in charge of the pupils will instruct them to leave by the nearest safe exit and follow behind. Instructions are posted in all appropriate places; classrooms, hall etc. indicating the appropriate route.

All classes will line up on the KS2 playground (at the front of the academy).

Designated members of staff are responsible for checking the toilet areas on the way out to ensure that no child is left behind. Office staff will collect the class registers and visitor book and take them to the assembly point. Once at the evacuation point the class teacher will count the children and report to the Principal either that all pupils are present or report any missing pupils. The office staff will check all visitors have been evacuated.

The evacuation of the kitchen is under the responsibility of the Catering Supervisor. Staff to assemble on the KS2 playground.

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## Responsibilities of Principal and/or Vice Principals

- *Supervise evacuation*
- *Liaise with emergency services*
- *Liaise with Fire Wardens*

## Responsibilities of Administration Staff

- *Collecting registers, visitors and contractors book and evacuation contact details*
- *Checking visitors accounted for*
- *Providing registers to staff for roll call*

## Responsibilities of Teachers/Teaching Support Staff

- *Safe evacuation of pupils*
- *Collection of medication*
- *Roll call*

## Fire Wardens

- *Check of building if safe to do so*
- *Report findings to Senior Leaders*

All visitors to the academy are advised to familiarise themselves with the fire evacuation information provided to them.

All fire exits and escape routes will remain clear of obstruction at all times. All staff are responsible for ensuring clear escape routes.

## 12. Fire Risk Assessment

A fire risk assessment has been produced by A.D. Fire Company in 2015. The Premises Manager is responsible for undertaking and reviewing the fire risk assessment annually and arranging for a professional review at least every 3 years. The fire risk assessment is located in the Health & Safety folder situated in the office.

## 13. First Aid

The academy will ensure ample provision is made for both trained personnel and first aid equipment on site. All staff will receive First Aid for Academics training on a 3 yearly cycle.

The following staff members are nominated First Aiders:

<u>Name</u>	<u>Expiry Date</u>
Mrs. Z. Ladeira	
Mrs. L. Maddox	

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First aid boxes are located as follows:-

<u>Location</u>	<u>Responsible Staff Member</u>
Nursery classroom	Mrs. L. Maddox
KS2 building (outside staffroom)	Mrs. L. Maddox

Plastic, disposable gloves are available and all staff are advised to use them when dealing with bleeding or other cases of bodily fluids.

Following an accident/injury the Principal/First Aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the casualty.

If the Principal/First Aider is not available a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services. The Principal (or in the Principal's absence the Vice Principal/member of Senior Leadership Team) will decide who will accompany a child to hospital. This decision will be made on an individual basis.

Organising training and re-training for First Aiders will be arranged by the Principal and /or Premises Manager.

#### **14. Glass & Glazing**

All glass in doors & side panels is of safety glass. The academy ensures all replacement glass is of safety standard. As part of the daily checks the Caretaker inspects all glass for any damage and reports to the Premises Manager.

#### **15. Grievance and Discipline**

All matters concerning Health and Safety matters will be dealt with under the procedures laid down in the appropriate terms and conditions of employment.

#### **16. Hazardous Substances (COSHH)**

The use of hazardous substances is kept to a minimum. No substances classed as dangerous are kept in the classroom. Staff must adhere to any instructions before use.

Safety data sheets are kept in a COSHH folder in the academy office and staff are aware of its location. The Premises Manager is responsible for completing COSHH assessments for all hazardous substances used on site. The associated procedures and control measures will be enforced and funded.

The cleaning cupboards remain locked during the academy day and whilst pupils are on site i.e. during academy clubs. Only key holders and cleaning staff have access to the cleaning cupboards.

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### **17. Health and Safety Advice**

The academy has arrangements in place to obtain competent health and safety advice with the following organisation:-

- Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777.

### **18. Housekeeping, cleaning & waste disposal**

The academy has adopted a number of practices and policies that lead to a safe working environment and good housekeeping is practiced at all times:

- Ensuring there is no accumulation of rubbish
- No unattended spillages
- Glass and other sharp objects are disposed of appropriately and are **not** placed in the general waste bins.

The cleaners and Premises Manager have regular weekly meetings to discuss standards and quality of cleaning. These meetings provide an opportunity to address any issues and to remind cleaning staff of cleaning procedures e.g:

- all rubbish must be cleared from the building at the close of day,
- floors are only mopped once pupils have left the building and wet floor signs must be used to minimise risk of slips and falls.
- All surfaces must be hygienically cleaned to help reduce the risk of infection.

The Caretaker meets with the Premises Manager on a weekly basis to discuss standards and quality of housekeeping. These meetings provide an opportunity to address any issues and to remind the caretaker of certain procedures e.g:-

- Ensure external bins are sited away from the academy building to reduce the risk of arson.
- arrangements for snow shifting (*see Gritting Policy*).

### **19. Handling & Lifting**

St. George & St Martin's recognises that manual handling does take place within the academy and that the movement of heavy and awkward loads can contribute to significant workplace injuries. In order to manage these risks see Manual Handling Policy concerning the safe management of manual handling.

Pupils and staff must only lift equipment and furniture within their own individual capability. Manual handling training will be provided for appropriate members of staff.

The 'sack truck' must be used to transport all deliveries to their destination. The changing table, located in the Nursery toilets, must be used where possible to reduce the risk of

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lifting pupils in order to change nappies etc.

*(See Manual Handling Policy).*

## 20. Induction Programme

All new members of staff will be given a copy of the Health & Safety Policy and the Induction Policy. Their duties under the policy must be discussed and understood and they should be made aware of any special responsibilities applicable to them.

## 21. Jewellery

Jewellery, especially earrings are not allowed to be worn during P.E. Lessons. Children should not come to academy with these items, on those days when they have P.E.

## 22. Lone Working

Lone working is actively discouraged. If lone working cannot be avoided the member of staff MUST:

- carry upon their person a charged mobile phone
- inform another member of staff when arriving/leaving &
- inform a family member when arrival/leaving.

Policies and procedures concerning employees' lone working are addressed in the Lone Working Policy.

## 23. Mains Services

No mains services to the academy should be interfered with in anyway except by qualified members of the appropriate service.

## 24. Maintenance / Inspection of Equipment (including selection of equipment)

All equipment in school is scheduled for periodic inspection, examination and testing. An Equipment Checklist folder is available in the school office and holds information on each piece of equipment e.g. type of equipment, type of check required and frequency, condition of equipment and who undertakes the checks: water hygiene, fire extinguishers, PE equipment etc.

When new equipment is required, if necessary, advice is sought from Stoke on Trent Premises Department and/or Staffordshire County Council Health & Safety Department along with the authorisation of the Principal.

## 25. Monitoring the Policy and Results

The Premises Manager will:

- carry out the annual Health and safety Evaluation Checklist and Self Audit
- monitor accident reports/trends, complaints and report findings to the Principal.

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- Is responsible for ensuring the implementation of new and updated policies.

The Principal will:

- Assess how the academy's health and safety performance is measured
- How KPI's are reported upon and how often these are reported and how e.g. annual report to Governing Body.

### **26. Poster on Health and Safety Law**

The Academy Business Manager is responsible for siting the Health & Safety poster appropriately and for keeping the poster up to date.

### **27. Personal Items**

So as to aid security, all staff should as far as possible, take special care of personal items for which there is no academy insurance, and as far as possible, put portable items of value out of sight. Pupils should be discouraged from bringing items of value to academy.

### **28. Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) is provided to certain staff e.g.

- cleaning staff: tabards & shirts
- Lunchtime Supervisors: aprons
- Caretaker: high visibility jacket. level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

### **29. Pregnant Employees**

Any pregnant employee will require a specific risk assessment to be completed and their duties may need to be modified to take account of their changing capabilities.

### **30. Reporting Defects**

All hazards and defects should be reported to the Premises Manager who will arrange necessary remedial works.

### **31. Risk Assessments**

The Premises Manager is responsible for ensuring risk assessments are completed by relevant staff and coordinates the periodic review of those risk assessments, or when the work activity changes, whichever comes first. All risk assessments are approved by the Principal. The Principal is responsible for undertaking special risk assessments e.g. staff who are pregnant or who have health problems.

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Risk assessments are available for all staff to view and are held centrally in the academy office.

### 32. Security & Theft

- CCTV systems will be used to monitor events and identify incidents taking place.
- CCTV may be used as evidence when investigating reports of incidents.
- Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- Money should be counted in an appropriate location and staff should not be placed at risk of robbery.
- Staff and students are responsible for their personal belongings and the academy accepts no responsibility for loss or damage.
- Thefts may be reported to the Police and staff members are expected to assist Police with their investigation.
- All members of staff are expected to take reasonable measures to ensure the security of Academy equipment being used.
- Missing or believed stolen equipment must be reported immediately to a senior member of staff.

### 33. School Trips/ Off-Site Activities

The Educational Visits Co-Ordinator is Mr. D. Maguire. The Principal authorises ALL trips. The academy seeks authorisation through EVOLVE.

See *Educational Visits Policy*

*School Trips & Outdoor Learning Activities - HSE*

### 34. Severe Weather

The Principal will make the decision to close the academy on the grounds of Health and Safety. If closure takes place the Chair of the Academy Committee and the Business Director will be notified. Parents will be informed via the text messaging service and the Principal will log onto the Cloud to notify the local authority.

### 35. Slips, Trips and Falls

The potential for slips, trips and falls in academy has been risk assessed and appropriate controls have been put in place. This includes regular hazard spotting inspections.

Staff are encouraged to be aware of potential hazards at all times and to report them immediately to the Premises Manager.

### 36. Smoking

The whole academy site is designated a non-smoking area to ALL staff and visitors to academy, this also include e-cigarettes. Any person smoking on the academy site will be asked to extinguish their cigarette appropriately or to leave the academy grounds.

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### **37. Staff Consultation and Communication**

Health and Safety is a regular agenda item at weekly staff meetings. Staff meetings provide an opportunity for staff to raise issues of concern and make suggestions for health and safety improvements. Staff unable to attend staff meetings will be briefed by their line manager.

A copy of this document will be made available to all members of staff. Staff will be required to sign to confirm they have read, understood and accepted the Health and Safety Policy.

### **38. Stress and Staff Wellbeing**

Staff will be aware of the symptoms of stress that include; sleeping problems, mood swings, emotional problems and inability to concentrate. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. Staff are also aware of the Think Well Service for confidential consultation (Tel. No: 01785 276284).

### **39. Supervision**

#### On Site

During curriculum time and at all other times when in the care of the school, children must not be left unattended.

At 8.45am each morning the Principal welcomes pupils into school.

*Morning and afternoon break:* Duty members of staff to Key Stage 1, 2 & Nursery yards.

*Wet break:* Children to remain in their classrooms. Prefects allocated from Year 6. Any remaining children from Year 6 to transfer to a classroom on the top corridor. One member of staff to be on top corridor, two to look after Key Stage 1 classes.

The school day is as follows:-

Breakfast Club	7.45am – 8.45am	
Bell Times –	8.45am	Children begin to enter school.
	9.00am	Start of the school day
	10.15am – 10.30am	Morning break
	11.45am-12.45pm	Foundation Stage lunchtime
	12.00 – 1.00pm	Key Stage 1 lunchtime
	12.15pm – 1.15pm	Key Stage 2 lunchtime
		<i>Flexible afternoon break for Key Stage 1</i>
	3.15pm	End of school day (Nursery flexible collection time)
After School Club	3.15pm – 6.00pm	

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### Off Site:

- Agreed school ratio for school trips is at least 1 adult to 10 children.
- All volunteers will have an up to date Disclosure and Barring Service Check (DBS).
- Parents will be informed of all arrangements in writing.
- Checklist:  
Consent letters, get home arrangements, EVOLVE risk assessment, list of contacts, basic first aid (including inhalers and any prescribed medication), mobile phone.

#### **40. Supply Teachers**

Supply teachers are made fully aware of the arrangements for emergency i.e. fire evacuation, accident procedures and reporting, and any other safety arrangements which may affect them whilst in academy.

#### **41. Training and Development**

New staff are briefed about Health & Safety arrangements by their line manager during their induction. All staff are given a copy of the Staff Handbook, a copy of the Health and Safety Policy and a copy of the Risk Assessment Policy. Staff are briefed according to their roles e.g. cleaning staff with regards to hazardous substances.

#### **42. Use of VDU's / Display Screens / DSE**

Staff who use computers including laptops must ascertain whether they are classed as users (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff, who are classified as a user (typically the office staff) must undertake a workstation risk assessment. The Premises Manager will be able to provide staff with a copy of the self-assessment form and explain the procedure. Any defects in the workstation and any health concerns must be reported to the Premises Manager. Further advice can be found in the *SCC Display Screen Equipment* guidance together with arrangements for eyesight testing.

#### **43. Vehicles on Site**

Vehicles are not allowed onto the academy site during the hours of 7.30am to 6.00pm. unless special arrangements have been made. Even where special arrangements have been made a member of staff must supervise the vehicle whilst on site.

#### **44. Violence to Staff / Academy Security**

**Violence** - All staff must report to the Principal or Senior Leader any incident of aggression or violence (or near misses) directed to themselves from any source whether verbal or physical.

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**Academy Security** – the academy has an intruder system. This intruder system is armed by a special code and disarmed by a similar code. This code is known to selected key holders only. The security system is monitored by Security Services who will notify the police and first responder should the alarm be activated. To reduce the risk of lone working the academy has appointed Redguard Security to act as first responder in the event of a call out.

All external doors & gates remain locked during the academy day and staff gain access to the site/buildings using a fob.

Visitor access is controlled via an intercom system and visitors are instructed to report directly to the academy office to sign in and obtain a visitor pass. All visitors will be accompanied whilst on site.

The front car park is for staff and visitors only. Parents must only use the car park for evening meetings. On no account must they use the car park to wait for children. No children are allowed onto the car park, except under the supervision of their parents or a teacher. One disabled parking space is available on a first come, first served basis.

### **45. Water Hygiene**

The Caretaker and Premises Manager will ensure the water flow to all water outlets e.g. taps/showers is run through at least once a week to prevent Legionnaires Disease. This will apply particularly during the academy holidays when the academy is closed for more than 1 week.

The Water Hygiene Manual (Water Log Book) is updated annually by the Water Quality Manager at Engie, Andrew Swain, telephone number 07896930197 [Andrew.Swain@cofely-gdfsuez.com](mailto:Andrew.Swain@cofely-gdfsuez.com). The Water Hygiene Manual is kept in the academy office.

Routine water maintenance checks are carried out monthly by Engie and more detailed checks are carried out half yearly. Engie's telephone number 01782 233030. Paperwork relating to such checks must be signed and a copy kept in the academy office for audit purposes.

It is the responsibility of all staff to notify the Premises Manager immediately should they consider the quality of water to have changed e.g. colour, smell or taste.

### **46. Working at Height**

Working at height risk assessments have been completed for the whole academy. Staff are aware that they should not be working at height and should consult with trained site

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staff when working at height is required. The Caretaker will undertake relevant working at height training as and when necessary. The Caretaker and the Premises Manager will inspect ladders on a termly basis and record outcomes. If any equipment is deemed to be unsafe it will be removed from use immediately. Further information refer to *Working at Height Policy*.

### **47. Work Experience**

Work placements are accepted from local high schools and colleges. The student's establishment is required to carry out all safety checks and monitoring of their students. The Premises Officer will supply relevant public liability insurance information upon request.

*(see A Brief Guide to Young People and Work Experience – HSE)*