

Health and Safety Policy



ST CLARE
Catholic Multi Academy Trust



St Thomas of Canterbury School

Mission Statement: To nurture curiosity for every child, every day, within a community acting as a beacon of the Catholic faith.

Adopted by St Clare Trust Board; Jan 2022

Next review by St Clare Trust Board; Jul 2023

Reviewed by Local Academy Committee; Note date of review

ST CLARE CATHOLIC MULTI-ACADEMY TRUST

HEALTH & SAFETY POLICY

This Health & Safety Policy has been approved and adopted by St Clare Catholic Multi-Academy Trust for use in all its academies.

Signed by Director of the Trust:

Signed by Headteacher/Principal of the Academy:

DEFINITIONS

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

- i. 'Academy' means any academy operated by St Clare Catholic Multi-Academy Trust and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- ii. 'Board' means the board of Directors of the Trust.
- iii. 'Diocesan Schools Commission' means the education service provided by the Diocese of Hallam, which may also be known, or referred to, as the Diocesan Education Service.
- iv. 'Headteacher' means the most senior teacher in the Academy who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Principal.
- v. 'Local Academy Committee' means the body carrying out the employment functions of the Trust in relation to the Academy.
- vi. 'Trust' means St Clare Catholic Multi-Academy Trust, which is the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.

1. About this policy

- 1.1 We are committed to ensuring the health and safety of staff and anyone affected by our activities, and to providing a safe and suitable environment for all those attending our premises.
- 1.2 This policy sets out our arrangements in relation to:
 - (a) assessment and control of health and safety risks arising from work activities;
 - (b) preventing accidents and work-related ill health;
 - (c) consultation with employees on matters affecting their health and safety;
 - (d) provision and maintenance of a safe workplace and equipment;

- (e) information, instruction, training and supervision in safe working methods and procedures;
 - (f) emergency procedures in cases of fire or other major incident.
- 1.3 This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Responsibility for health and safety matters

- 2.1 The Board has overall responsibility for health and safety and the operation of this policy. The Buildings supervisor is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
- 2.2 The headteacher will ensure that this policy is reviewed annually. Recommendations for any amendments are reported to the Board.

3. Specific Responsibilities by category of personnel

- 3.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 3.2 You should report any health and safety concerns immediately to your line manager or the Principal Health and Safety Officer.
- 3.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 3.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Policy and Procedure.

Headteachers

- 3.5 Headteachers are responsible to the Trust for all aspects of health and safety in each academy and will delegate to particular individuals specific functions for which they will be responsible to the Headteacher.

In particular he/she will ensure the following in each academy:

- 3.6 There are arrangements for playground supervision; at the start and end of school days, break times and lunchtimes.
- 3.7 There are arrangements for adequate supervision during changeover of lessons.
- 3.8 There are procedures for educational visits and learning outside the classroom including the appointment of an Educational Visits Co-ordinator.

- 3.9 There are arrangements for personal safety and security.
- 3.10 That regular evacuation and fire drills are arranged. Fire drills will be actioned 3 times per year.
- 3.11 That all incidents, accidents and assaults involving students, staff and any other individuals are reported as per the Academy's procedure.
- 3.12 That dangerous incidents are reported to the Trust.
- 3.13 That, in the event of a bomb warning the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that the Trust is informed of the incident.
- 3.14 That repairs needed to the building and equipment are reported and acted upon.
- 3.15 An internal safety audit will be conducted once a term and ensure that new members of staff including students on teaching practice and work experience students are inducted into the Health and Safety Policy of the Academy and that volunteers who frequently visit the Academy are appraised of the relevant parts of the Academy's Health and Safety Policy. They will keep a record of all such training.
- 3.16 That when the Academy's Health & Safety Policy is reviewed, that members of staff are notified of any changes to it.
- 3.17 To ensure that staff are given appropriate training and guidance.
- 3.18 In general, headteachers will be finally responsible for the maintenance of a safe working environment and safe practice within the Academy in accordance with guidance received from the Health and Safety Executive, Department for Education, Diocesan Schools Commission or any guidance received from the Risk Protection Arrangement or other appropriate insurer and/or any health and safety consultants engaged by the Trust and/or the Academy.

Teachers

Every Teacher will be responsible for:

- 3.19 The general safety of furniture and equipment in use in their own classroom;
- 3.20 Deficiencies must be reported to the member of staff with responsibility for the defective item.
- 3.21 The safe storage of equipment in their room when not in use; deficiencies should be reported to the [Site Supervisor] or other appropriate member of staff.
- 3.22 The safe use of equipment and furniture in whichever area they may be working;
- 3.23 Ensuring equipment is stored away safely as appropriate in whichever area they may be working.
- 3.24 Ensuring that any materials that have been used during a lesson are cleared away.
- 3.25 Training pupils in the safe use, movement and storage of equipment where appropriate.

- 3.26 Ensuring that work is displayed safely.
- 3.27 Ensuring that pupils in their class know and understand the health and safety risks and requirements and any other instructions that are relevant to them.
- 3.28 Know the procedures in an emergency, evacuation or accident.
- 3.29 Completing appropriate risk assessments for activities where there are significant hazards present.

Other Designated Staff

- 3.30 Designated Staff will have responsibility as follows:

Specialist Curriculum equipment eg Science, DT, Art, PE

All relevant teachers using the equipment and the Curriculum Leader.

AV & IT equipment

All relevant teachers using the equipment, the Curriculum Leader and ICT support/Network Technicians.

Furniture

All relevant teachers using the furniture, the Curriculum Leader, cleaning staff and Site Supervisor.

Kitchens

Kitchen staff, contractors or other staff using cooking appliances.

It will be the responsibility of the designated staff to ensure that:

- 3.31 By regular inspection, equipment has no obvious faults.
- 3.32 If faults are found, equipment is withdrawn and repaired in accordance with the appropriate procedures.
- 3.33 New equipment is inspected on receipt to confirm that it is in working order.
- 3.34 All staff are aware of safe practices concerned with such equipment and follow manufacturer's instructions where appropriate.
- 3.35 Where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the Health and Safety file and keeping details of the inspection.

First Aiders

- 3.36 Current First Aid qualifications are held by members of staff. Details of first aid facilities and the names of trained first aiders are displayed on the notice boards. All accidents to, or serious illnesses of staff or pupils must be reported to them, and it will be their responsibility:

- 3.37 To inform the Headteacher or other senior member of staff at once, if necessary.
- 3.38 To deal with the accident or illness in accordance with any appropriate guidance.
- 3.39 To log all incidents, accidents or assaults to, or serious illnesses of pupils and staff in the accordance with the Academy's procedures for recording incidents and accidents.
- 3.40 To report incidents and accidents in accordance with the Academy's procedures for incidents and accidents.

The Principal Health and Safety Officer

- 3.41 The Principal Health and Safety Officer will be responsible for the following:
- 3.42
 - Giving advice on the safe use and storage of equipment in the Academy.
- 3.43
 - The Health and Safety files.
- 3.44
 - Providing advice on risk assessment.
- 3.45
 - Advising on appropriate health and safety training.

The Business Manager

- 3.46 The Business Manager will be responsible to the Headteacher for the following:
- 3.47 Ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications.
- 3.48 The maintenance of an up to date inventory of clinical equipment. This must be available when required for inspection.
- 3.49 Knowing the location of first aid equipment in the Academy or Trust site and ensuring that staff and contractors are aware of its availability and who the first aiders are.
- 3.50 Preparing and making available plans showing the location of all fire appliances in the Academy or Trust site.
- 3.51 Reporting any Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) applicable incidents, to RIDDOR, the Headteacher, the Local Academy Committee and the Board.

The Site Supervisor

The Site Supervisor at each academy will be responsible to the Headteacher for the following:

- 3.52 The cleanliness of the site. In the event of a breakage, the Site Supervisor will come and remove it as soon as possible. It will be cleared, wrapped up and disposed of. This also applies to the spillage of liquids or contamination by body fluids.

- 3.53 Any maintenance needs must be reported to the Site Supervisor immediately and then dealt with, in a timely manner. Any broken furniture must be dismantled and taken away. The Site Supervisor should conduct a regular check of the Trust and/or Academy's facilities and maintain a record of maintenance services.
- 3.54 Check and maintenance of fire safety equipment.
- 3.55 Check and mitigate for frost danger.
- 3.56 Clearing snow from paths.
- 3.57 Ensuring that all points of access and egress are clear at all times throughout the site.
- 3.58 Maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection.
- 3.59 Training staff in relevant safety precautions i.e. handling materials, equipment etc.

Midday Assistants

All staff involved with supervision during lunchtime will be responsible for the general safety of students in:

- 3.60 The dining areas throughout lunchtime.
- 3.61 The playground during lunchtime, or classroom in the event of wet dinner times.

All Staff

All staff are responsible for the following:

- 3.62 Completing the appropriate incident/accident/assault form if they sustain an accident / assault in the course of their employment with their Line Manager and handing it to the Headteacher who will sign it and arrange for it to be processed by the Business Manager
- 3.63 Entering into the Trust and/or Academy's inventory details of any dangerous substance they may order.
- 3.64 Exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- 3.65 Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work and the education sector generally and observing relevant recognised codes or practice.
- 3.66 Making themselves familiar with the relevant safety policies of the Trust and/or Academy.
- 3.67 Ensuring a safe working environment is maintained in the classroom.

4. Information and consultation

- 4.1 We will inform and consult Trade union **OR** your elected workplace safety representatives regarding health and safety matters.
- 4.2 We will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.
- 4.3 The Principal Health and Safety Officer is responsible for informing and consulting employees about health and safety matters.

5. Training

- 5.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 5.2 Staff will be given a health and safety induction and provided with appropriate safety training, which may include manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).

6. National health alerts

- 6.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to HR.
- 6.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

7. Fire safety

The fire procedure for St Thomas of Canterbury School is set out in appendix 2

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings and do not use the lifts. Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.
- 7.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 7.4 Nominated individuals will be trained in the correct use of fire extinguishers.
- 7.5 You should notify your Line Manager or HR if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn

up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.

7.6 Fire drills will be held at least every 12 months and must be taken seriously.

7.7 The Principal Health and Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8. Risk assessments and measures to control risk

8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, pupils, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

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

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

8.4 Personal protective equipment (PPE) is provided for certain roles, such as those working in the Science Department, but will also be provided to other staff or visitors where there are risks that cannot be adequately controlled by other means.

8.5 The Principal Health and Safety Officer is responsible for workplace risk assessments, including general and/or periodical risk assessments, as well as any specific requirement or recommendation to undertake a risk assessment for a particular staff member or other visitor, and to take any other appropriate measures to control risks.

9. Computers and display screen equipment

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

- (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
- (b) You are entitled to a workstation assessment.
- (c) You are entitled to an eyesight test by an optician at our expense.

9.2 You should contact your line manager or HR to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

9.3 We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

10. Stress at Work

The Trust has adopted a Stress and Mental Wellbeing at Work Policy which covers all aspects of staff mental health.

Appendix 1

People with particular roles within this policy at St Thomas of Canterbury School

Role	Name
Health and Safety Officer	R Pepperdine
Principal Health and Safety Officer	L Clements
First Aider Lead	B Schofield
Any other named members of staff with particular roles connected to this policy	

Appendix 2

Fire Procedure at St Thomas of Canterbury School

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest fire call point
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest safe fire exit.
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must inform administration staff if this different from their class assembly point so their fire registers can be brought to them
- Staff will check children against the fire register and immediately inform administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must notify the child's class teacher.

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed to the two assembly points on the KS1 yard and KS2 yard.
- The visitor's, staff and volunteer signing in sheet must be printed off and also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.
- If Business manager and Caretaker are both not present in school a member of the administration staff will perform the sweep of the staff area and take note of the fire control panel on their way out to liaise with the Head, Deputy and the fire brigade. The other administration staff will give the KS2 register to the Head and let them complete the roll call with the administration person carrying on with their duties on the KS1 playground.

Headteacher and Deputy Headteacher

- The Headteacher will conduct a visual sweep of KS2.
- The Deputy Headteacher will conduct a visual sweep of KS1.
- The Headteacher and Deputy will make it clear to the Caretaker/Business manager that the sweep is complete and no persons are reported inside the building.

- The Head and Deputy will monitor the evacuation of the premises from the two assembly points (KS1 playground and KS2 playground)
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported Immediately.
- When the headcount has been completed the Head or Deputy will inform the Caretaker/Business manager everyone is present.
- If the Head is not present in school the Deputy will do a full sweep of the school starting in KS1 and going through to KS2. The KS2 playground will then be in control of the SLT member with the Deputy taking charge of the KS1 playground. Likewise, if the Deputy is not present the Head will perform the same actions.

Caretaker

- The caretaker will check the staff corridor and the fire control panel to see where the alarm was raised.
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- The Headteacher and Deputy inform the Caretaker if anyone is reported missing.
- In the event that the Caretaker is not on site their responsibilities passes to the Business Manager.

Pre school

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest safe fire exit.
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Children must be evacuated to the assembly point in the reception playground.
- Staff must bring the register with them to check all children present
- Staff will check children against the fire register and immediately inform administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must notify administration staff.
- Do not re-enter building until told to do so by Headteacher or Fire Service

Reception Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest safe fire exit.
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Children must be evacuated to the assembly point on the KS1 yard
- Staff must bring register with them to check all children present
- Staff will check children against the fire register and immediately inform administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must notify administration staff.
- Do not re-enter building until told to do so by Headteacher or Fire Service

Hive

- Staff must ensure all children are evacuated to their assembly point on the KS2 playground
- Teacher to do a visual sweep of the Hive classroom.

- Staff to inform teacher via radio when all hive pupils are located.
- NO ONE should stop to collect personal belongings
- Do not re-enter building until told to do so by the Headteacher or Fire Service

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assemble at their assembly point on KS2 playground
- NO ONE should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher, Head Cook or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

- Further Evacuation from the KS2 playground can be arranged onto the playing field if required.
- Further evacuation of the KS1 playground can be arranged onto the reception playground or playing field.
- Fire Warning System
- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main fire alarm panel is situated in the meeting room inside the cupboard on the wall. A secondary point is in the main office on the wall behind the desk. These are serviced annually.
- Personal 2 way radios: Hive staff are in possession of a 2 way radio. A radio check is carried out every morning

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff have the fire evacuation procedure explained on their first day.
- Regular fire drills are arranged

Key Escape Routes

- All areas have direct escape routes to assembly points on either the KS1 playground or KS2 playground. If necessary pupils and staff can further be evacuated from the site onto the playing field. (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested monthly and fully serviced bi annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked monthly and serviced annually.

Assembly Points

- KS1 Playground
- KS2 Field

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.