



# Health and Safety Policy

For the following academies:

Cardinal Newman Catholic Primary School  
Salesian School  
St Alban's Catholic Primary School  
St Anne's Catholic Primary School  
St Augustine's Catholic Primary School  
St Charles Borromeo Catholic Primary School  
St John the Baptist School  
St Hugh of Lincoln Catholic Primary School  
The Holy Family Catholic Primary School

**This Health and Safety Policy has been approved and adopted by the Xavier Academy Trust in January 2017 and will be reviewed in January 2019.**

**Committee Responsible: Audit and Risk Committee**

## **Xavier Catholic Education Trust Mission Statement**

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

## **Statement of Intent**

### **Introduction**

Xavier Catholic Education Trust believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of all our schools.

We are committed to:

- a. Preventing accidents and work-related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

## **Organisation**

### **Introduction**

In order to achieve compliance with the Local Governing Committee's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

### **The Directors of Xavier Catholic Education Trust**

The Directors have the responsibility to ensure that a clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.

### **The Local Governing Committee**

The Local Governing Committee have responsibility to ensure that:

- a) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- b) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- c) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- d) Sufficient funds and resources are set aside with which to operate safe systems of work.
- e) Health and safety performance is measured both actively and reactively.
- f) The school's health and safety policy and performance is reviewed regularly.

### **The Headteacher**

The Headteacher supports the Local Governing Committee by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.

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- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as identified.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to monitor premises and performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) A report to the Local Governing Committee on the health and safety performance of the school is completed annually.

### **The School Health and Safety Co-ordinator**

The Co-ordinator co-ordinates and manages the risk assessment process for the school.

- a) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- b) Making provision for the inspection and maintenance of work equipment throughout the school.
- c) Keeping records of all health and safety activities.
- d) Advising the Headteacher of situations or activities, which are potentially hazardous to the health, and safety of staff, pupils and visitors.
- e) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- f) Carrying out any other functions devolved to him/her by the Headteacher or Local Governing Committee.
- g) Ensuring that unsafe conditions are reported and dealt with to agreed timescales.

### **Teaching/non-teaching staff holding posts/positions of special responsibility**

This includes Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers and Supervisors, Technicians and Site Managers/Agents and Caretakers.

They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.

### **Special Obligations of Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

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- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

### **School Health and Safety Representatives**

The Local Governing Committee and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Local Governing Committee.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

## **Obligations of all Employees**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Local Authority, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities are appropriately reassigned in their absence. The employee's immediate superior must approve such reassignments.

## **Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## Procedures and Arrangements

Our individual schools will have their own arrangements for eliminating or reducing health and safety risks to an acceptable level that comply with minimum legal requirements on the following areas:

- **Accident Reporting, Recording and Investigation**
- All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher of the school.
- An accidents report identifying trends in accidents/incidents is provided to Governors on a termly basis.
  
- **Asbestos**
  
- **Audit**
  
- **Behaviour Management/Bullying**
  
- **Catering**
  
- **Caretaking and Cleaning**
  
- **Contractors**
  
- **Curriculum Safety** (including out of school learning activities)
  
- **Display Screen Equipment**
  
- **Educational Visits and Journeys**
- **Electrical Equipment** (fixed and portable)
  
- **Fire Precautions and Emergency Procedures**
- Additional Information available on Surrey Fire & Rescue Services website :
- <https://www.surreycc.gov.uk/people-and-community/surrey-fire-and-rescue/how-to-locate-and-contact-surrey-fire-and-rescue/surrey-fire-and-rescue-headquarters>
  
- **First Aid**
- **Grounds Maintenance**
  
- **Hazardous Substances**
- **Inclusion**
  
- **Lettings/shared use of premises/use of Premises outside School Hours**
  
- **Lone Working**

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- **Managing Medicines & Drugs**
- **Maintenance and Inspection of Equipment**
- **Manual Handling and Lifting**
- **Outdoor Play Equipment**
- **PE Equipment**
- **PPE**
- **Risk Assessments**
- **Safety Committee**
- **School Transport**
- **Security/Violence**
- **Site Maintenance**
- **Smoking**
- **Staff Training & Development**
- **Stress**
- **Swimming**
- **Visitors**
- **Work Experience**
- **Working at Height**

Appendix 1

**Xavier Catholic Education Trust Organisational Chart**

