Health & Safety Policy

Responsible for policy	**CC1**
Date of policy	**November 2018**
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Chair of Directors	

All school employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way that a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform them of any work situation representing a serious and immediate danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities. This Policy will therefore set out how The Romero Catholic Academy ("The ROMERO CATHOLIC ACADEMY") will manage occupational health and safety.

Scope
This Policy is applicable to all schools within The Romero Catholic Academy .

Definitions

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

I. '**The Romero Catholic Academy**' means the Company named at the beginning of this **Health and Safety Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi**, **Good Shepherd**, **Sacred Heart**, **Blue Sky**, **SS Peter and Paul**, **St Gregory**, **St John Fisher**, **St Patrick**, **Cardinal Wiseman**, **Shared Services Term**.

II. '**Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.

III. '**Board'** means the board of Directors of the Romero Catholic Academy.

IV. '**Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.

V. '**Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.

VI. '**Chair'** means the Chair of the Board of the Directors or the Local Academy Committee appointed from time to time.

VII. '**Catholic Senior Executive Leader (CSEL)**' means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.

VIII. '**Diocesan Schools Commission**' means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.

IX. '**Local Academy Committee**' means the governing body of the School.

X. '**Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.

XI. '**Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.

XII. '**School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.

XIII. '**Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)

XIV. '**Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.

XV. **'Billingtons Safety Services'** means the consultancy appointed for the Health and Safety of The Romero Catholic Academy

1. Statement of Intent

The Romero Catholic Academy recognises the importance of effective occupational health and safety management and is committed to managing occupational health, safety, welfare and wellbeing with equal importance as our other core business aims and objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within The Romero Catholic Academy.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as visitors, contractors, pupils, and members of the public) by ensuring that our work activities are undertaken in such a way as to not put them at risk.

The main aim of our Policy is to prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment, with a safe and healthy workforce. This will enable The Romero Catholic Academy to develop a positive health and safety culture through the implementation of the following objectives:

- providing strong and visible leadership and management and involving employees;
- having an occupational health and safety management system which sets clear health and safety standards and roles and responsibilities;
- identifying significant risks to health and safety as part of our risk assessment process, and implementing adequate measures to prevent, reduce, or protect against those risks;
- promoting the principles of sensible and proportionate risk management;
- having a competent workforce through the provision of information, instruction, training and supervision;
- effectively communicating, consulting, cooperating with employees and board members on all relevant health and safety matters;
- providing a safe and healthy place to work;
- providing access to competent health and safety advice, guidance and support;
- requiring our contractors to co-operate with us;
- ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- making continuous improvements in health and safety performance

To achieve our aim and objectives The Romero Catholic Academy has adopted the Health and Safety Executive's (HSE) "Managing for Health and Safety" HSG65 as our management system.

This statement of Policy will be kept under review and any amendments made to it will be brought to the notice of all employees. An Academy Health and Safety Statement of Intent will be endorsed by each Principal for their school. All employees must be informed of and comply with this Policy as relevant to their role.

Signed and dated on behalf of The Romero Catholic Multi Academy:

Brendan Fawcett – Chair of Board

1.1 Health and Safety Statement of Intent for Corpus Christi

Within our school we will meet all of the requirements set out in The Romero Catholic Academy Health and Safety Policy. We will demonstrate The Romero Catholic Academy's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other members of the school community.

We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that The Romero Catholic Academy policies, procedures and arrangements are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities/processes and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at staff meetings.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

Signed:

Kevin Shakespeare
Principal
Date: 16/12/19

Claire Campbell
Chair of Local Academy Committee

2. Introduction

This Policy formulates our academy occupational health and safety management system. It outlines how The Romero Catholic Academy will plan, organise/arrange, implement, monitor/review/check and audit for health and safety. Whereby, legal compliance is the minimum standard The Romero Catholic Academy wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible, so that continuous improvements can be achieved.

3. Organisation

3.1 Roles and Responsibilities for Health and Safety

Chair of Board of The Romero Catholic Academy

Has overall responsibility throughout the Academy for:

- Implementing and achieving the aim/objectives of this Policy.
- The preservation, development, promotion and maintenance of The Romero Catholic Academy's occupational health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the organisational decision making process/ strategic planning.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensure that The Romero Catholic Academy has appointed competent people to provide health and safety assistance/ advice to assist The Romero Catholic Academy with the implementation of relevant health and safety measures to meet legal requirements (as per The Management of Health and Safety at Work Regulations).
- Personally responding to any legal notice received by the HSE or other enforcing body (although the Chair of Board may assign this requirement to the Principal). The responder must liaise with the Health and Safety Consultant throughout any investigation and/or correspondence).
- Applying health and safety legislation; and making decisions that conform with legislation and this Policy.
- Preserving, developing, promoting and maintaining The Romero Catholic Academy health and safety management system
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.
- Ensuring that individual schools comply with this Policy.

The **Chair of the Board** may delegate responsibilities to the Chair of Core Committees, CSEL, Principals, Heads of School, Shared Services Team, School Business Managers and School Office Managers. However, the Chair of Board retains the overall accountability and responsibility (as this cannot be transferred).

Local Academy Committees

Collectively and individually Local Academy Committees are responsible for:

- Providing clear and visible health and safety leadership and commitment that encourages employee involvement, and champions the importance of sensible health and safety risk management within the workplace.
- Demonstrating commitment and visible leadership for health and safety.
- Having a signed local Statement of Intent for their respective school.
- Ensuring that all decisions made reflect their health and safety intentions as specified in The Romero Catholic Academy's health and safety policy statement/local Statement of Intent.
- Integrating health and safety with other core school management functions and be aware of the risks to the school and have controls in place to manage those risks.
- Having awareness and maintaining attention on the key health and safety issues (significant risks) of their school and ensuring risk control strategies are in place.
- Making sure that accountabilities and responsibilities for health, safety, welfare and wellbeing within their school are properly assigned, passed on, understood and carried out throughout the organisational structure via the Principal.
- Ensuring Principals have arrangements in place for health and safety management, consultation with the workforce, and monitoring/auditing their school.
- Ensuring health and safety is discussed and appears regularly on their agendas.
- Setting and monitoring health, safety and wellbeing performance and priority areas.
- Ensuring Principals provide and manage adequate resources to enable the discharge of their health and safety responsibilities and address any implications as reasonably practicable.
- Establishing a proactive positive health and safety culture (i.e. through attitudes and behaviours).
- Consulting and seeking advice from the Health and Safety Consultant on health and safety matters when required.
- Reporting any HSE correspondence or health and safety concerns to the Health and Safety Consultant and Chair of Core Committee 1.

Core Committee 1

To ensure health and safety consideration at strategic level, the Chair of Core Committee 1 has been nominated by The Romero Catholic Academy for Health and Safety within The Romero Catholic Academy. The Chair of Core Committee 1 will:

- Promote the adequate and proper consideration of health and safety within The Romero Catholic Academy.
- Present a report to Core Committee 1 on the health and safety management and performance within The Romero Catholic Academy on a termly basis.
- Be accessible to all employees so that significant health and safety concerns can be raised immediately.
- Promote a positive health and safety culture.

Principals

Principals have overall accountability and responsibility for ensuring effective health and safety management within their school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

Principals may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Principal will remain accountable for those activities.

Principals who choose to delegate their operational responsibilities to other members of Senior Leadership/Management must ensure that those nominated are competent and understand and accept their delegated responsibilities.

Principals will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Endorse and implement The Romero Catholic Academy Health and Safety Action Plan and strive for continuous improvements and the promotion of a positive health and safety culture.
- Monitor and review with their Senior Leadership/Management and Local Academy Committee, their school health and safety objectives, targets and priorities in line with the overall Academy objectives/action plans to ensure required implementation for their area.
- Attend, as directed/required, appropriate health and safety management/leadership training and subsequent refresher courses;
- Be aware and maintain attention on the significant risks within their school and ensure they are being appropriately risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decisions/arranging new projects for the school; health, safety, welfare and wellbeing issues are considered and dealt with fully.
- Ensure that adequate health and safety communication and consultation channels exist within their school.
- Ensure that adequate resources are provided to manage health, safety and welfare.
- Ensure that procedures exist and are effectively implemented to ensure competent employees.
- To support work-related accident/ incident investigations as appropriate, and review and monitor statistics to identify trends and hotspots. Provide support and resources to ensure adequate controls are put in place to prevent recurrence.
- Ensure that their Senior Managers and all employees (including Agency Staff) under their control are made aware of; understand their specific roles and responsibilities; and are accountable for their duties regarding health and safety.
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis within their school;

- Ensure that the Health and Safety Consultant are consulted, along with employees' representatives, prior to changes in working practices.
- Ensure that the CSEL is informed of any breach of health and safety statutory requirements; and immediately when there is HSE or other enforcing body involvement.
- Ensure that health and safety workplace inspections and audits are undertaken and appropriate action implemented.

Senior Leadership/Management, Heads of Department and Line Managers

Senior Leadership/Management, Heads of Department and Line Managers will:

- Ensure that risk assessments are undertaken and recorded for their work activities/ processes/ operations. They must identify significant risk(s), and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process and implement controls as necessary in compliance with the risk assessment policy.
- Ensure that all employees are made aware of the relevant risk assessment findings for their work activity (i.e. the risk(s) and the controls in place, including emergency arrangements, such as fire and first aid).
- To provide and maintain safe/ healthy working conditions, plant/equipment, access/egress, and welfare provision (e.g. provision of drinking water, provision of adequate toilets and washing facilities, etc.).
- Provide all new starters with a health and safety induction upon commencement with The Romero Catholic Academy.
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers as the host employer, and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.
- Consider health and safety implications at the planning stage of any new plant and/or equipment purchase or design or change in processes.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other people's activities (for example, lettings) in the area are monitored and issues of concern raised to the appropriate person in timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across The Romero Catholic Academy.
- Ensure that the formalised workplace inspection regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that contractors receive an induction to the premises/ area they are working.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.

- Ensure cooperation and consultation with employees, other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following audits, inspections, and own observations.
- Reinforce a positive attitude to health and safety with employees (i.e. recognise positive contributions and safe behaviours of staff).
- Display the health and safety law poster in prominent areas of the workplace (e.g. entrance and exit points).
- Consult and seek advice where necessary.

Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers, contract workers as well as the Academy employed staff.

All employees have a responsibility to:

- Take reasonable care, while at work, of their own and other people's health and safety.
- Co-operate with their employer or other person (i.e. line manager, Senior Leadership/Management) in respect of their health and safety duties and follow all instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety.
- Always follow relevant arrangements (i.e. risk assessment controls, safe systems of work, procedures, etc.) to avoid health and safety risks, and consult their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (for example, personal protective equipment, machinery guarding, etc.).
- Check that any equipment, plant, or substances used at work are in a safe condition prior to use. Report any defects, loss or damage to their manager immediately.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in health and safety arrangements.
- Behave appropriately at all times in the workplace.
- Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all work-related accidents, incidents (including incidents of violence/ aggression, diseases and dangerous occurrence), and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the First Aid provision at their school and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health.

- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.

Please note these responsibilities relate to all employees. If an employee has additional responsibilities for health and safety, for example, they are a Head of Department, then they must comply with those responsibilities in addition to these.

Pupils

All pupils are expected to behave in a manner that reflects the school's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

Shared site users

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of the school site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school so as to ensure the health, safety and welfare of all school staff and users
- Meet the insurance requirements of the school and The Romero Catholic Academy.
- Familiarise themselves with and communicate to their employees/users the school's health and safety arrangements

The school will ensure that:

- Premises are in a safe condition for the purpose of use
- Adequate arrangements for emergency evacuation are in place and communicated
- Users are consulted with on health and safety matters
- The school's health and safety arrangements are made available to shared users

4. Arrangements

The following arrangements will be adopted to ensure that The Romero Catholic Academy, Local Academy Committees and Principals fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

4.1 Setting Health and Safety Objectives

The Local Academy Committee and the Principal will specifically review progress of health and safety objectives at the termly meeting of the LAC (this may be included as part of the Principals report to the LAC). Where necessary health and safety improvements will be identified and included within the individual school action plan.

4.2 Consultation

4.2.1 Provision of an Effective Joint Consultative Process

The school's Site Health and Safety Committee meet once per term and report back termly to the LAC. The Site Health and Safety Committee consists of a member of the Senior Leadership/Management Team, Heads of Department, Site Service Officer, a member of admin and a member of the LAC; and reports and consults with all school staff, Trade Union Representatives and the LAC to ensure that all concerns are considered and addressed with a clear action plan, identified responsibilities and target dates.

4.2.2 Involvement of pupils

The School Council takes part in looking at the safety and security of the school and at undertake site walks looking at and considering the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates.

4.3 Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Core Committee 1 meetings
- Local Academy Committee meetings
- Site Health and Safety Committee meetings
- Senior Leadership/Management team meetings and staff meetings
- Provision of information relating to safe systems of work and risk assessments
- Staff briefings
- Staff training days
- Health and safety noticeboard
- School Council
- Communication of health and safety bulletins or information from Billington Safety Services.
- Communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

4.4 Competencies

4.4.1 Provision of Effective Health and Safety Training

The Principal and LAC will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority.

4.4.2 Risk Assessment

Head of Department, Curriculum Subject Co-ordinators, Educational Visits Co-ordinator, Team Leaders and Persons in Charge of Identified Activities and Events will be supported and advised by the Senior Leadership/Management Team in identifying hazards and ensuring that significant findings are recorded and control measures are implemented.

4.4.3 Specialist Advice and Support

Specialist advice and support will be obtained from Billington Safety Services, as required. Where necessary, health and safety issues at individual schools will be escalated to Core Committee 1.

4.5 Risk Assessment

The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health & safety. Reference should also be made to the HSE publication HSG65 Successful Health & Safety Management.

All schools will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The Romero Catholic Academy will ensure that all those staff members who carry out risk assessments will be competent do so and where appropriate, the Health and Safety Consultant will assist in the preparation of assessments.

Once decisions on the suitable risk controls are made, the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Principal will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership/Management Team will monitor systems of work and the working environment to ensure that staff are acting in accordance with the details outlined in the written assessment.

The school will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Temporary workers will be given particular health and safety information to meet their special requirements. All staff have a duty to follow health and safety instructions and report any dangerous aspects.
All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:

- Planned work and/or activity with the pupils that could be affected will cease; the responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible; if this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe. Advice will be sought by the Principal from relevant external sources as necessary e.g. the health and safety consultant.

4.6 Fire Safety

4.6.1 General Procedures

The schools Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

4.6.2 Fire drills and alarm activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by

contacting the appropriate monitoring facility to advise of intent to activate system. Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of **all** incidents of fire, even if small and extinguished.

4.7 Financial resources

The Romero Catholic Academy and individual Local Academy Committees along with the Principal will ensure there are adequate resources deployed to ensure a high standard of health and safety management and controls.

4.8 Accident, assault and near miss reporting and investigation

If any accident, assault or near miss incident occurs on the school premises or on an offsite event organised by the school it is reported to the Principal and Health and Safety Consultant. Any serious incidents are notified by telephone immediately or as soon as is reasonably practicable after the incident.

Reports are completed as soon as possible following an incident by the employee's line manager, or for pupils by the member of staff supervising the pupil at the time of the incident. All employee incidents are recorded on The Romero Catholic Academy Accident Form within 24 hours of the incident occurring.

RIDDOR reports will be completed on behalf of the school by the school's appointed health and safety consultancy, Billington Safety Services.

Pupil incidents that meet the criteria as specified in the HSE guidance EDIS1 must be reported to Billington Safety Services within 24 hours of the incident occurring.

Pupil incidents that are not required to be reported under RIDDOR are recorded locally.

Minor incidents are investigated in school by Senior Leadership/Management Team and retained in school files.

Investigations are undertaken by the Senior Leadership/Management Team, with the assistance of the health and safety consultant where appropriate.

Pupil forms/records are retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos).

Accident, assaults and near miss incidents are a standard agenda item at the Site Health and Safety Committee, LAC and Core Committee 1 meetings.

4.9 Asbestos management

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

The Romero Catholic Academy has an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations.** Each premises assessment will be used to produce a Local Asbestos Management Plan (LAMP) which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials to anyone likely to disturb them.

The Principal will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist and it cannot be safely left in situ to be monitored, they will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe sealing or removal.

The enforcing authority will be notified of any work involving licensable asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All staff will be informed that asbestos exists on site and where to refer to the LAMP and ancillary documentation for detailed information should they require it.

Site services staff will be given training, advice and guidance on the likely form that asbestos containing materials may take and how to recognise suspect material.

Any removal of asbestos (whether licensable or not) will be carried out by a specialist contractor strictly following safe systems of work.

No member of staff is permitted to work with or disturb asbestos containing materials; should this be required the school will engage specialist contractors.

4.10 Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood

The Principal will ensure the following arrangements for body fluids are followed:

All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.

Manufacturer's instructions will be followed when using these products. Should not contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.

The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.

All body fluids will be cleaned up as quickly as possible after spillage.

Appropriate disposable gloves will be provided and worn.

To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).

Following an initial clean with detergent, any disinfectant such as chlorine, NaDCC granules (Sodium dichloroisocyanurate e.g. Presept, Actichlor) or liquid bleach can be used to clean and disinfect.

The dilution of the bleach solution depends on the product being used as Chlorine contents vary; the material safety data sheet (MSDS) will be consulted along with the COSHH risk assessment. Solutions will be made up fresh as required.

Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. ***NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas.***

Blood spillages will be cleaned up by gently pouring diluted bleach (5% solution only) or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.

Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

4.11 Contractor Management

Regulations that cover contractor management for construction and refurbishment projects are covered by the **Construction (Design and Management) Regulations.**

The Romero Catholic Academy will notify its health and safety consultant of all contracts other than routine maintenance and repairs.

Where practicable, all contractors used on site will be registered with Safety Schemes in Procurement (SSIP) or an approved equivalent.

If a contractor that is not registered with SSIP is to be used, the school will undertake a thorough assessment of competence (*it is only recommended that non-SSIP approved contractors are used in exceptional circumstance or for non-building related contractors*).

Contractors will be issued with pre-contract information relating to the individual school and works to be undertaken.

Before work commences, pre-contract meetings will be held between the school and the contractor, with an attendance list and documented minutes being kept.

The school will provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.

Before commencement of any contract work, a member of the school's staff will complete a contractor induction form with each individual contractor.

The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Principal.

If the school is concerned that any works being undertaken appear to be unsafe they will request that works cease until further advice has been sought from the Health and Safety Consultant.

At the end of the works, the Principal Contractor must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

4.12 Control of substances hazards to health (CoSHH)

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations (COSHH).** The Principal will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- A COSHH folder is in place containing an inventory of hazardous substances on site, COSHH assessments and Material Safety Data Sheets.
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training

- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school's procurement systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually
- Cupboards and areas containing hazardous substances are signed to advise people of the hazard.

Where necessary, the Health and Safety Adviser will assist the school in carrying out the necessary assessments.

4.13 Defect reporting

The school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings within is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

4.14 Display Screen Equipment (DSE)

Regulations that cover the use of display screen equipment are covered by the **Health and Safety (Display Screen Equipment) Regulations.** The Principal will ensure the following arrangements are followed:

- Any employee that uses a computer receives information on health and safety relating to display screen equipment use.
- DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:
  - all staff that use display screen equipment as a significant part of their normal work, and
  - those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.
- Actions identified in self-assessments are implemented.
- Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).
- Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.

The school ensures training records are maintained.

4.15 Driving and transport

Schools will ensure all driving activities will be risk assessed and that where private vehicles are used for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

The school has adopted The Romero Catholic Academy School Minibus Policy; this details the arrangements for the operation and use of the school's minibus.

4.16 Educational visits, learning outside the classroom including school-led adventure activities

The Romero Catholic Academy has adopted the National Guidance for the Management of Off-site visits and LOtC activities. A specific Educational Visits Policy details arrangements.

4.17 Electrical systems and equipment

The ROMERO CATHOLIC ACADEMY maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner. Where electrical systems are in 'wet areas' such as swimming pools, an inspection of the area will be undertaken on an annual basis.

Portable electrical appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained. This will be undertaken based on risk assessment for portable electrical appliances such as power tools and items used in 'wet areas'.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

4.18 First aid

A first aid needs risk assessment is completed for each school, to identify the minimum numbers of first aiders, paediatric first aiders and appointed persons required by the school.

The number of first aiders, paediatric first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.

All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.

First Aid notices are clearly displayed around the school; these detail the names and location of first aid qualified staff.

Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked.

A suitable area is available for provision of first aid *(a room needs to be available for sick pupils that contains a washbasin and is near/next to a toilet)*.

Staff are regularly informed of first aid arrangements, through induction, teacher training days and the staff handbook which is issued annually.

Where first aid has been administered this is recorded on the first aid treatment record.

For EYFS pupils, where first aid has been administered this is recorded on the EYFS first aid treatment record and a letter/note sent to parents informing them of the incident, injury and treatment. Within Nursery, parents/carers should be requested to sign that they have been informed.

Where a head injury occurs, the school will contact the parent/carer to inform them as soon as practicable.

Correct reporting procedures are followed.

Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.

Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.

4.19 Lettings

All hirers are made aware of, and are responsible for compliance with, the school's health and safety policy. Hirers are instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers are responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the school ensure that the hirer meets with the school representative or Site Services Officer who acquaints the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures

- The location of fire-fighting equipment
- Accident, incident and assault reporting procedures
- Arrangements that need to be made for out of hours' security

Hirers are instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person is responsible for initiating and organising any emergency actions, including:

- Contacting the emergency services, the school representative or Site Services Officer in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.
- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.
- Informing the Principal of all emergencies at the earliest opportunity ideally no later than the next working day.

Hirers are instructed that they must ensure adequate security controls remain in place during occupancy. Access to the site is only made via one main entrance to prevent out of hours' casual intrusion and a designated representative is tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting are out of bounds. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Police and Site Services Officer.

Where the letting of school premises involves the participation of school pupils, the school require users to prepare and submit, prior to the hiring commencing, a system of work for the following:

- The safe arrival and departure of pupils to/from the activity
- Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians
- The security of pupils during the activity

Hirers are instructed not to obstruct the school entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.

SMOKING is not permitted in any school buildings or anywhere on the school site. Hirers are instructed that this must be adhered to at all times.

Hirers are issued with a copy of the school's/LAC Lettings Policy and must follow the instructions contained within it.

When activities are concluded the Site Services Officer is informed in order that the buildings can be secured.

4.20 Moving and handling

The Romero Catholic Academy ensures that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the **Manual Handling Operations Regulations** are fully complied with. Each Principal must ensure the following arrangements are followed:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until it is repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

4.21 Statutory Inspections

The Romero Catholic Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track.

4.22 Management of resilience, work-related stress and wellbeing

The Romero Catholic Academy acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.
Each school will follow the principles of the HSE guidance *'Managing the causes of work-related stress' (HSG 218).* The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Principal or another member of the Senior Leadership/Management team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified

- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Principal will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

4.23 Prevention of work related violence including lone working

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

- Staff are advised to:
  - avoid confrontation if possible
  - withdraw from situation
  - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
  - follow measures/ procedures identified in violence and assaults risk assessment
  - contact emergency services, as appropriate.
  - inform the Principal or a member of the Senior Leadership/Management team if confrontation has taken place
- The school will:
  - Ensure the Principal or member of the Senior Leadership/Management team attends site on being informed of an incident, if considered necessary
  - have in place procedures for the reporting of incidents
  - offer counselling/support through an Occupational Health provider
  - debrief individuals following any incident
  - provision of training on how to manage conflict and aggression as required
  - review the violence and assaults risk assessment following any incident.

4.24 Water management (control of Legionnaire's disease)

The Romero Catholic Academy ensures that the legislation surrounding water management as detailed in the **CoSHH Regulations** and **Approved Code of Practice L8** are fully complied with, in particular:

The Principal will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the school SSO and/or specialist external contractors.

The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures. The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonable practicable, the particular means by which the risk from exposure to legionella bacteria is controlled.

The risk assessment will be reviewed at least every 2 years and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.

Where the risk assessment shows that there is a reasonable foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective.

In certain situations, safe guards for the prevention of scalding may be in conflict with the controls in place to prevent the proliferation of Legionella and the school ensures that these circumstances are appropriately managed by having thermal mixing valves installed.

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

4.25 Working at height

Schools uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks.

The Romero Catholic Academy ensures that the legislation surrounding working at height as detailed in the **Working at Height Regulations** are fully complied with, in particular:

- Work at height is avoided whenever possible.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate instruction or training and training records are maintained.
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.
- Equipment not displaying the correct inspection label for the year or labelled defective is not used.

4.26 Workplace inspections

The Romero Catholic Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.

Teaching staff complete a daily visual inspection of their area(s) and complete a Classroom Checklist on a termly basis.

5 Monitoring, Measuring and Reviewing Performance and Auditing

5.1 Measuring & Monitoring Performance

To determine whether health and safety requirements are being achieved, it is necessary to measure performance against predetermined plans and objectives. This will be achieved at Core Committee level by implementing the following:

- Annual Health, Safety and Wellbeing Report and termly updates to Core Committee 1 provided by individual Local Academy Committees and Billington Safety Services.

In addition, the following information will be used throughout The Romero Catholic Academy.

5.1.1 Active measures of performance

- Auditing
- Workplace inspections
- Health and safety as a standing item on team meetings
- Site Safety Committee meetings

5.1.2 Reactive measures of performance

- Health surveillance undertaken
- The number of accidents, incidents, near misses, lost time incidents, F2508 reportable incidents, and occupational ill health reports/ referrals.
- Sickness absence
- The number of civil claims made against The Romero Catholic Academy.
- Damage to property

5.2 Auditing

Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. The Romero Catholic Academy recognises that auditing needs to take place at a local level.

The auditing process will be relevant to each school and will review and establish whether:

- Appropriate management arrangements in place.
- Adequate risk control systems/strategies in place for the associated risks.
- Those risk control strategies are being implemented.

Other auditing regimes from other agencies (for example, West Midlands Fire and Rescue Service) may be undertaken, with or without notice, as appropriate.

5.3 Reviewing performance

To review performance, all of the information gained from monitoring and auditing activities needs to be examined. This enables The Romero Catholic Academy to ensure that our occupational health and safety management system is working effectively, and that our policy objectives are being achieved.

The Romero Catholic Academy policies will be continually reviewed and updated when there are:

- Changes to legislation, British Standards, Approved Codes of Practice, or industry guidance
- Changes in organisational structure, process, activities and equipment
- Lessons learnt/ actions resulting from the findings of an incident investigation or audit.
- Lessons learnt from a national or regional incident.

School specific arrangements – these will be produced dependent on the needs of an individual school

Physical intervention / team teach programme
Swimming pools
Work experience
Design and technology
Physical education and school sport
Science
Art