



Policy and Procedure

Health and Safety

Published: March 2021

To be reviewed: March 2022





Our Mission

The school communities of The Bishop Wheeler Catholic Academy Trust will work together in truth and love to provide the best possible opportunities for all our young people and their families.

Our mission is the provision, development and future safeguarding of a World Class Catholic Education where every child, member of staff and family matters

The schools, their governors and the trust directors will work together, based on the principle of subsidiarity, in faithfulness and humility, to provide an education where Christ and His values of respect, service, tolerance, dignity and forgiveness are at the heart of everything we do.

This policy was adopted by the Trust Board

Signature:

Diane Gaskin
Chair of the Trust Board

Date: 3rd March 2021

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2.0 Review	March 2017	Trust Policy Review	GOE
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5.0	<i>March 2023</i>	Trust Policy Review	

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1 Definitions

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

'Academy Council' means local governing body.

'BWCAT' refers to The Bishop Wheeler Catholic Academy Trust.

'child' and 'children' refer to children and young people under the age of 18 years.

'Executive/Headteacher' means the lead person in each school and the Chief Operating Officer as lead person for the Trust Office.

'Governing Body' and 'The Board' mean the Board of Directors for the Trust.

'Governors' means the governors appointed to the Academy Council of the individual school and the Directors of the Trust.

'Pupil' refers to any pupil on roll at any of the BWCAT schools.

'Parents' refers to any person who holds parental responsibility for the child.

'School' refers to the Academies within BWCAT.

'School H&S Representative' means schools' named nominated staff H&S representative.

'Staff' means all employees, temporary, casual, agency and contracted staff working for the Trust, volunteers, consultants and governors.

'Trust, we and our' covers all of the schools within The Bishop Wheeler Catholic Academy Trust and The Bishop Wheeler Catholic Academy Trust Office.

2 Introduction

2.1 The Bishop Wheeler Catholic Academy Trust (BWCAT) is committed to ensuring the Health and Safety of our staff, pupils and visitors, and to providing a safe and suitable environment for all those attending our premises.

2.2 The purpose of this policy is to:

- Provide adequate resources to support this policy;
- assess and control health and safety risks arising from work activities;
- prevent accidents and work-related ill health;
- consult with employees on matters affecting their health and safety;
- provide and maintain a safe workplace and equipment;
- share information, instruction, training and supervision in safe working methods and procedures;
- provide emergency procedures in cases of fire or any other major incident;
- seek out and act upon specialists' advice in support of this policy.

3 Scope

3.1 This policy applies to all schools within the Bishop Wheeler Catholic Academy Trust (BWCAT), all BWCAT staff, pupils and parents. This policy also applies to any visitor or contractor to any of the BWCAT sites.

3.2 This policy has been implemented following consultation with the Trust's recognised trade unions and professional associations and the BWCAT Health and Safety (H&S) COMMITTEE.

3.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. However, all employees must still comply with this policy. This Policy will be reviewed annually.

4 Roles and Responsibilities

4.1 Trust Board

The Bishop Wheeler Catholic Academy Trust Board of Directors has overall responsibility for the Health and Safety and the strategic risk management of the Trust. The Trust Board Committees have delegated authority which are:

- The Resources Committee has delegated authority to review and approve the Health and Safety policy.
- The Audit Committee has delegated authority to review and approve the Bishop Wheeler Catholic Academy Trust risk register.

To enable the Trust Board to carry out its responsibility the executive officers of the Trust will regularly report relevant strategic information on health and safety matters to the Board and its committees, including:

- Levels of compliance with this policy and Health and Safety legislation across the Trust;
- Numbers of incidents, accidents, near-misses, reportable disease and work-related ill-health;
- Remedial actions taken, in progress and planned to improve health and safety and mitigate health and safety risks, and lessons learned;
- Staff training, in progress and planned to support a positive culture in health and safety in the workplace.

4.2 **Academy Council**

Academy Councils will:

- Monitor and review their school's compliance, in line with the staff handbook, agreed policies and procedures established by the Trust Board;
- respond to emergency H&S issues escalated to their attention by the Headteacher, school staff or parents by contacting the Trust Central Team for support;
- nominate a Governor as a H&S representative who will liaise with the Headteacher to support the school's implementation of this policy;
- require the nominated Governor to visit the school at least once a year to assess its hazards, risks and mitigations, by actively walking through the school accompanied by the School Headteacher and the school's H&S representative.

4.3 **Chief Executive Officer (CEO)**

The CEO is responsible to the Trust Board for the operational implementation of this policy across the Trust.

4.4 **Principal Health and Safety Officer**

The Principal Health and Safety Officer (PHSO) is responsible to the CEO for the operational management and development of the Trust's health and safety system, policy and procedures, and for providing advice on health and safety matters to the Trust. The Trust's Chief Operating Officer (COO) is appointed as the 'competent person' to carry out the role of PHSO.

4.5 Executive/Headteacher

The Executive/Headteacher are responsible for:

- Overall responsibility for the implementation and monitoring of their school's day to day operational H&S arrangements; and to ensure that the requirements of H&S legislation are compiled with;
- ensuring that H&S is reported to the Academy Council as a standing agenda item;
- ensuring a H&S school representative is appointed;
- ensuring that a full and considered Risk Assessment (RA) will be in place for all curriculum activities, school functions, school trips and any other activity which may be undertaken which have a considered risk associated to it;
- seeking advice from the PHSO and Trust Central Team where the elimination or reduction of an identified hazard cannot be resolved to a satisfactory level;
- ensuring that adequate resources are in place to ensure proper training is provided to enable staff to carry out their duties competently;
- ensuring appropriate documentation is held to provide evidence that this policy is adhered to in relation to the reporting, recording and investigation and analysis of accidents, incidents and near miss occurrences in line with Trust procedures;
- ensuring that a safe evacuation and invacuation/ refuge plan is in place, reviewed annually or as changes to the building occur;
- ensuring the evacuation drills are recorded as being practised every term and that the plan is also reviewed and communicated to staff at the beginning of each academic year;
- ensuring the invacuation/refuge annual drill is recorded as being practised and that the plan is also reviewed and communicated to staff at the beginning of each academic year;
- compiling an emergency 'Grab and go' folder containing emergency contact details and procedures to follow should a critical incident occur.

4.6 Trust Central Team

The PHSO and Trust Central Team are responsible for:

- Ensuring that adequate communication takes place with staff through appropriate induction and appraisal processes. Human Resources will ensure that staff have access to all BWCAT policies and information relating to H&S.
- maintaining an electronic record of staff having read the [Staff Handbook] to enable the link to this policy and their responsibilities.
- ensuring that this policy is reviewed annually in consultation with the BWCAT H&S Committee.

Recommendations for any amendments to this policy are reported to the Trust Resources Committee by the PHSO.

4.7 All Staff

All staff have 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;
- reporting any health and safety concerns immediately to your line manager;
- ensuring that safe working practices are adopted at all times and comply with the outcomes of Risk Assessments, whether in school, as part of extended provision or on offsite activities;
- attending H&S training courses/events/meetings as required;
- co-operating with managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy and any health and safety procedures may be treated as misconduct and dealt with under our Disciplinary Procedure.

5 Information and consultation

5.1 The Trust Central Team will inform and consult with the Trust's recognised trade unions and professional associations the BWCAT H&S Committee regarding health and safety matters.

5.2 The Trust will inform staff of expectations of H&S training requirements and ensure that they receive the appropriate training to carry out their functions effectively.

5.3 The PHSO, advised and assisted by the BWCAT H&S Committee, is responsible for informing and consulting employees about health and safety matters.

6 Training

6.1 The Trust and its schools will ensure that staff are given adequate training and supervision to perform their work competently and safely.

6.2 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), as appropriate to their roles.

7 Equipment

7.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager.

7.2 No member of staff should attempt to repair equipment unless trained to do so.

7.3 A nominated competent person will be responsible for ensuring equipment safety and maintenance.

8 Accidents and first aid

8.1 Each school recognises that under the first aid at Work Regulations 1981, the Head will ensure that there are adequate and appropriate equipment and facilities for the provision of first Aid in the work place. First aid staff will be made aware of any staff or pupil with any medical conditions or allergies.

8.2 Details of first aid facilities and the names of trained first aiders are to be displayed on notice boards in all schools and the Trust Office.

8.3 All accidents and injuries at work, however minor, should be reported to the Headteacher and recorded in the Accident Book which is kept in the School Office.

8.4 First aid staff are to be informed of any staff or pupil medical conditions (e.g. diabetes) or allergies.

8.5 The Headteacher is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the Trust PHSO if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the PHSO. The PHSO (or nominated Trust staff) will report to the HSE any RIDDOR details as necessary.

9 National health alerts

9.1 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 local and national official guidance, to reduce the risk of infection at work as far as possible. Any questions about the actions to take in response to an epidemic or pandemic should be referred to your line manager.

9.2 It is important for the health and safety of all our pupils, parents and staff that you comply with instructions issued in these circumstances.

10 Fire safety

10.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

- 10.2 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 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.
- 10.3 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.
- 10.4 Nominated individuals will be trained in the correct use of fire extinguishers.
- 10.5 You should notify your manager 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.
- 10.6 Fire drills will be held within the first month of any new academic year, and also during the Spring term and again at the start of the Summer term. All drills are to be recorded stating the date, time, the checks made and any comments or concerns noted at the time. The Drill record is to be signed by one of the Trained Fire Marshalls.
- 10.7 The Headteacher 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.

11 Risk assessments and measures to control risk

- 11.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to the health and safety of staff, pupils, parents, 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.
- 11.2 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.
- 11.3 The use of hazardous substances at work will be avoided wherever possible, and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.
- 11.4 Health surveillance is required for employees for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

- 11.5 Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.
- 11.6 The Headteacher is responsible for workplace risk assessments and any measures to control risks.

12 Computers and display screen equipment

- 12.1 If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:
- You should try to organise your activity so that you take frequent short breaks from looking at the screen.
 - You are entitled to a workstation assessment.
 - You are entitled to an eyesight test by an optician at our expense.
- 12.2 You will be advised how to carry out a works station self-assessment. If you have any special needs relating to your work station assessment you should contact your line manager to request a specialist 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.
- 12.3 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.
- 12.4 Further information on the use of DSE can also be obtained from the Health and Safety Executive at <https://www.hse.gov.uk/pubns/indg36.pdf>.

13 Premises Safety

13.1 Asbestos Risk Management

In order to minimise the risk of exposure, routine monitoring is undertaken by the nominated H&S school representative. Recent Asbestos reports are to be available in the school office and must be read by all contractors visiting to carry out any intrusive works. Where suspect asbestos has been identified then the school Head should ensure a member of staff is appointed to attend asbestos training.

Only qualified and competent contractors are to undertake asbestos survey reports on behalf of the Trust, and such surveys must be authorised by the Trust Head of Estates. All schools must maintain an Asbestos Register on site, which is readily available to all who need to consult it, and contractors must sign it before commencing work.

13.2 Electricity

All fixed wiring installations are inspected by a competent contractor every five years and portable appliances are tested annually. Staff are required to visually check items before use, report defects immediately to the nominated H&S school representative and not use equipment they consider to be unsafe.

13.3 Gas appliances

Central heating boilers, gas water heaters, cookers/hobs are checked, serviced and maintained by a competent (Gas Safe registered) contractor on an annual basis. This is arranged by the nominated H&S school representative. Staff who think they can smell gas should alert the nominated H&S school representative or the Headteacher.

13.4 Site Security

Our schools recognise the importance of having suitable arrangements in place to manage general site security, and of ensuring all safeguarding procedures, such as signing in, are met.

13.5 Water Management – Legionella

The Headteacher must ensure that external legionella checks are carried out and that a Service Level Agreement is in place. All thermostatic mixing valves (TMV's) are to be checked and maintained to ensure that they shut off rapidly in the event of a hot or cold water failure to prevent scalding or thermal shock.

14 Occupational Health

14.1 Lone Working/Working at Height/Manual Handling

These activities will be discouraged wherever practical to do so. However, where staff must routinely undertake such tasks a suitable risk assessment, with appropriate procedures and training, will be provided as necessary.

14.2 New & Expectant Mothers

Staff are advised to notify their Headteacher in writing of pregnancy to ensure a suitable risk assessment can be undertaken and that their tasks will not cause any detrimental health effects.

14.3 Workers under the age of 18

A specific Risk Assessment will be undertaken by the Headteacher or nominated 'competent person' for workers who are under 18 we employ as a young apprentice, which considers:

- The extent of training provided, inexperience/immaturity and lack of risk awareness
- The fitting and layout of the workplace, and the range and use of work equipment
- The nature, degree and exposure to processes and or physical/biological/chemical agents and or work/environments beyond their capabilities

15 Monitoring and Review

This policy will be reviewed annually, or as relevant changes to legislation occur.

This Policy should also be read in conjunction with the following list of BWCAT Policies:

- Alcohol and Drugs Misuse
- Behaviour
- Capability Policy
- CCTV Policy
- Complaints Policy & Procedure
- Disciplinary
- Flexible Working Policy
- Homeworking Policy
- Safeguarding Keeping Children safe in Education
- Safe working practices
- Sickness Absences Policy
- Special leave of Absence
- Wellbeing
- Whistleblowing

Appendix A

HEALTH & SAFETY REPORT for Sacred Heart Catholic Primary School

by Executive Head Alison Ashworth to School Academy Council

cc: Trust Senior H&S Officer (COO)

Item	Comment		
<p>1. Date BWCAT H&S policy applied:25-03-21</p> <p>Due date of next review: March 2022</p>	<p>Executive Headteacher and Chair of School Academy Council to confirm sign and date BWCAT health and safety policy.</p>		
<p>2. H&S Budget Mrs Ashworth, Mrs Esner and Mrs Campbell</p>	<ul style="list-style-type: none"> To reflect commitment made in the BWCAT H&S policy. 		
<p>3. Overview of analysis of Accident Report File (e.g. trends/remedial actions etc.) Executive Head teacher – Alison Ashworth)</p>	<ul style="list-style-type: none"> Statistical analysis of accidents and near misses (compare to previous year(s) to show any trends); details of actions taken to reduce number and repetition of most common / most serious accidents. E.g. “Member of staff tripped whilst escorting angry child & jolted shoulder. Another similar incident occurred involving another member of staff under similar circumstances. Positive handling training arranged (TBC) for all staff & staff told to escort children to nearest seat in grounds rather than attempting to bring child inside building especially if child resisting.” Brief overview of entries and actions taken to address most common types of accident. 		
<p>4. Sickness Absence Analysis: HR Mrs Devine- Barber</p>	<ul style="list-style-type: none"> Include main causes/reason for absence and compare to previous year(s). Suggest remedies to lower where appropriate. 		
<p>5. Wellbeing: HR Mrs Devine- Barber</p>	<ul style="list-style-type: none"> Include brief details of school’s arrangements and brief overview of benefits. Detail any special events or any relevant training. (A successful Wellbeing policy will be reflected in a reduction in the level of staff absence and savings made in supply costs as well as pupil outcomes.) 		
<p>6. Details/outcomes from fire drills completed and extinguisher annual service check: (Site Supervisor, Mr Younger, Office Administrator, Mrs Cheetham and Executive</p>	<ul style="list-style-type: none"> E.g. Successful fire drills conducted each term. No issues arising. Extinguishers replaced as necessary as part of annual check. Include details of blocked route practice Specific training undertaken. <table border="1" data-bbox="683 2007 1497 2040"> <tr> <td data-bbox="683 2007 1086 2040">Fire Wardens</td> <td data-bbox="1086 2007 1497 2040">Training dates attained</td> </tr> </table>	Fire Wardens	Training dates attained
Fire Wardens	Training dates attained		

<p>Headteacher – Mrs Ashworth</p>	<table border="1" data-bbox="683 190 1493 369"> <tr> <td data-bbox="683 190 1088 228">Mrs D Younger</td> <td data-bbox="1088 190 1493 228" rowspan="5">April 2021</td> </tr> <tr> <td data-bbox="683 228 1088 266">Mrs H Cheetham</td> </tr> <tr> <td data-bbox="683 266 1088 304">Mrs T Beckwith</td> </tr> <tr> <td data-bbox="683 304 1088 342">Mr M Gibson</td> </tr> <tr> <td data-bbox="683 342 1088 369">Mrs A Ashworth</td> </tr> </table> <ul data-bbox="635 443 1481 544" style="list-style-type: none"> • Personal Emergency Evacuation Plans (PEEPS) are in place Lead person- Mrs C Gilhooly. PEEP register stored in locked SEN cupboard. 	Mrs D Younger	April 2021	Mrs H Cheetham	Mrs T Beckwith	Mr M Gibson	Mrs A Ashworth
Mrs D Younger	April 2021						
Mrs H Cheetham							
Mrs T Beckwith							
Mr M Gibson							
Mrs A Ashworth							
<p>7. Details of First Aid provision/arrangements: Executive Head teacher – Mrs Ashworth</p>	<ul data-bbox="635 607 1481 674" style="list-style-type: none"> • Confirm staff plan and present details including training need identified and timescale for delivery. <p data-bbox="683 730 1445 943">Mrs Horsfall, Mrs Allanson, Mrs Beckwoth, Mrs Cheetham, Mrs Robertson and Mrs Carslaw remain our qualified appointed persons and have updated their training as necessary. Other staff have undertaken the one-day first aiders training & they will receive refresher training before their current certificates expire.”</p> <ul data-bbox="635 972 1401 1039" style="list-style-type: none"> • Administrations of Medicines e.g. “epi-pens”- all staff at Sacred Heart. 						
<p>8. Outcomes from <u>internal</u> termly H&S inspections: Mr Younger</p>	<ul data-bbox="635 1099 991 1133" style="list-style-type: none"> • No matters arising from 						
<p>9. Outcomes from <u>external</u> termly H&S inspections: As of September 2020 – these are carried out by NYCC Mrs Ashworth, Mr Younger and and Head of Estates (as advisor)</p>	<p data-bbox="683 1285 1437 1319">To provide three reports on inspections carried out during;</p> <ul data-bbox="635 1341 1481 1547" style="list-style-type: none"> • Autumn 2020– H&S paper trail inspection • Spring 2021– General Risk Assessment, Site Walkabout Site Inspection with School representative and supported by BWCAT Head of Estates, Cath Roberts. • Summer 2021– H&S Fire Risk Assessment, Site Walkabout Site Inspection with School representative. 						
<p>10. Status of Risk Assessment process: Executive Head teacher – Mrs Ashworth</p>	<ul data-bbox="635 1592 1493 1899" style="list-style-type: none"> • Regular monitoring to ensure existing controls are relevant, fully observed and RAs adapted as found necessary. • E.g. ‘all necessary risk assessments completed. Programme of reviewing these in place.’ • BWCAT Head of Estates provides H&S advice and provides documented procedures to be followed regarding ‘dealing with works carried out by contractors.’ • Monitoring by BWCAT H&S Officer any need for new RAs as circumstances change. 						
<p>11. Off site Visits: Executive Head teacher – Mrs Ashworth</p>	<ul data-bbox="635 1906 1493 2031" style="list-style-type: none"> • Number of trips taken, differentiate between day trips and residential and any trips abroad. Main destinations visited and details of any incidents. Brief statement of success/ links to curriculum and other benefits received. 						

12. H&S Details Training Plan	<ul style="list-style-type: none"> • First Aiders, (minimum requirement= 2). • Paediatric First Aiders (minimum requirement= 2). • Fire Marshals & Fire Safety (minimum requirement= 2). • Staff Workstations • Manual Handling • Working at Height • Managing Asbestos- HoE TBC (budget/procurement) • Management of Legionella • Other
13. Accessibility	<ul style="list-style-type: none"> • School situation regarding accessibility to persons with disabilities.
14. Monitoring:	<ul style="list-style-type: none"> • Brief details of returns to Trust Health & Safety Officer (COO) and details of any items outstanding.
15. Audits:	<ul style="list-style-type: none"> • Include any concerns or criticisms, OFSTED comments, Internal and External Audit observations.
16. Future initiatives:	
Report compiled by: Name: Mrs Ashworth Position: Executive Head teacher	
Date: 08-03-21	