



AQUINAS Church of England Education Trust

"Life - Transforming - Learning"

Policy Title: Health and Safety Policy
Responsibility: Director of Estates and Facilities
Review Body: Board of Trustees
Date: November 2018
Review: November 2020

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STATEMENT OF INTENT

Aquinas Church of England Education Trust (the Trust) acknowledges and accepts the responsibilities placed on it as the 'Employer' by the Health and Safety at Work Act 1974 and other relevant legislation. The Trust considers the health, safety and welfare of staff, students, contractors and visitors to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving the Trust's stated strategy to promote excellence in teaching and learning. The Trust, through its Chief Executive Officer (CEO) and Academy Headteachers (Headteacher(s)), will take reasonable steps to ensure that arrangements are in place to secure, so far as reasonably practicable, the health, safety and welfare of students, staff, contractors and visitors at all Trust academies and premises. The Headteachers will actively work with the CEO, the Director of Estates and Facilities (DEF) and key staff at their academies to:

- a) To establish and maintain in so far as is reasonably practicable and financially viable, a safe and healthy working environment for staff, students, contractors and visitors.
- b) To ensure, as far as is reasonably practicable, the provision of information, instruction training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety and that of others.
- c) To teach safety where appropriate and to have an effective system of communication of health and safety matters.
- d) To formulate effective risk assessment and accident procedures.
- e) To provide and maintain, as far as is reasonably practicable, adequate welfare facilities for staff and students.
- f) To provide an effective system of reporting accidents, dangerous occurrences and potential hazards to health and safety.



- g) To provide appropriate resources within the budget to address health and safety concerns and the implementation of security arrangements.

It is accepted that some activities may, unless properly controlled, create risks to staff, students, contractors and visitors. The Trust will, through the operation of the CEO, DEF and Headteachers take all reasonably practicable measures to reduce these risks to an acceptable level

DEFINITIONS

Board of Trustees – The Trustees of the Trust acting collectively or through the Chair of the Board whose action is subsequently ratified by the Board of Trustees.

CEO – As appointed by the Board of Trustees who is responsible for the day to day operations of the Trust.

DEF – The executive officer to whom the CEO has delegated the day to day responsibility of health and safety within the Trust and its academies.

Headteacher– The individual responsible for the management of each academy pursuant to the Scheme of Delegation approved by the Board of Trustees and to whom the responsibility for health and safety matters at the academy have been delegated.

References to Headteacher includes Head of School and Acting Headteacher.

GENERAL

In accordance with the general statement of intent, all steps that are reasonable and practicable will be taken to ensure the health, safety and welfare at work of all staff, students, contractors and visitors. Such duty may include the provision and maintenance of:

- plant, equipment and systems of work that are safe and without risk to health;
- safe arrangements for the handling, storage and transport of articles or substances;
- such information, instruction, training and supervision as are necessary to ensure the health and safety of all its employees;
- a safe place of work and safe means of access to and from the site;
- a healthy working environment;
- adequate welfare facilities.

ORGANISATION AND RESPONSIBILITIES

BOARD OF TRUSTEES

The Board of Trustees is ultimately responsible for ensuring that the Trust and its academies operate a safe and healthy environment for staff, students, contractors and visitors. The Board of Trustees delegates to the Headteachers the responsibility for managing health and safety on a day to day basis for their respective academies. The Headteachers are responsible for implementing the Trust's Health & Safety policy and for all matters relating to health, safety and welfare within their respective academy.

CEO

The CEO is responsible for the day to day operations of the Trust including the review, implementation and monitoring of the Trust Health and Safety Policy. This is undertaken in conjunction with the DEF. The CEO reports to the Board of Trustees on health and safety concerns or material incidences.

DEF

The DEF has the day to day responsibility for the implementation of the Trust's Health and Safety Policy and ensuring that the risk assessment procedures across the Trust are adequate to meet the Trust's health and safety responsibilities. The DEF is the competent person for the purposes of the Trust Health and Safety Policy.

HEADTEACHER

The Headteacher is responsible and accountable to the Trustees for implementing the Trust's Health and Safety Policy and for all matters relating to health, safety and welfare of staff, students, contractors and visitors at the relevant academy. The Headteacher must ensure that there are health and safety procedures for the academy which include procedures for risk assessment and reporting all defects, hazards and problems and these operate efficiently and effectively. The academy's health and safety procedures must detail the competent person for the purposes of the academy who will liaise with the Headteacher and the DEF as appropriate. The Headteacher will ensure that schemes of work, where appropriate, demonstrate that arrangements are in place regarding adequate information, guidance and supervision of health and safety matters. The Headteacher must be aware of all health and safety issues affecting the academy and must report significant concerns to the CEO and DEF. In particular, the Headteacher will:

General

- a) Make arrangements to ensure that the academy complies with all relevant legislation particularly the HSWA and the Management of Health and Safety at Work Regulations 1999 including the day to day management of health and safety matters and keeping the Headteacher informed.
- b) Provide a safe environment for students, staff, contractors, visitors and other users of the premises.
- c) Ensure that procedures are in place to identify hazards and evaluate risk control measures.
- d) Ensure good communications within the academy with regard to health and safety matters including distribution of health and safety documents.
- e) Ensure that there are processes in place to manage work related stress.
- f) Ensure that there is an appropriate management structure and its effectiveness is monitored.
- g) Ensure that there is a designated competent person for the academy and that person is suitably trained to undertake his/her responsibilities.
- h) Ensure all staff are aware of the Trust's Health and Safety Policy, the academy's Health and Safety Procedures and the key personnel responsible for health and safety such as the competent person. Consultation will also be conducted with staff on health and safety matters.
- i) Ensure that all new staff receive induction training on health and safety matters appropriate to their working area and existing staff are regularly updated on health and safety as appropriate to their working area.
- j) Ensure that staff to whom health and safety responsibilities are delegated, in addition to the competent person, are suitably trained and competent to undertake such tasks.
- k) Liaising with subject and curriculum leads to ensure that the relevant safety policies and risk assessments defining safe working arrangements are in place and are brought to the attention of staff and supply teachers and are adhered to.



- l) Report regularly to the DEF in relation to any health and safety concerns and RIDDOR matters.
- m) Ensure that plant, equipment, systems and arrangements for transportation, storage and use of articles and substances are safe and all safety and protective equipment is provided.
- n) Ensure that adequate information, instruction, training and supervision is provided for staff, students and visitors in order to ensure their health and safety.
- o) Liaison with outside agencies.
- p) Maintaining a schedule of safety checks to be undertaken.

Monitoring Systems

- a) Monitoring health and safety procedures and ensuring that the systems are in place and working effectively for reporting and rectifying hazards.
- b) Co-ordinating all inspections and maintenance records for the premises, plant and equipment.
- c) Maintenance work carried out on site.
- d) Ensuring that all statutory safety notices and signs are displayed, appropriate to the workplace.
- e) Monitoring the cleaning and premises workforce.

Risk Assessments

- a) Undertaking the necessary risk assessments and keeping a central record of the assessment such assessments to include fire, asbestos (where relevant) and legionella.
- b) Monitoring and reviewing the risk assessment as necessary.

Gas/Heating Systems

- a) Keeping a record of the inspection and maintenance of the gas/heating systems within the premises.

Hazardous Material

- a) Compiling and maintaining a school defects register and identifying known hazardous materials (e.g. flammable materials, Chemicals etc.).
- b) Ensuring that all contractors are aware of the location of hazardous materials within the school.
- c) Ensuring that the school's cleaning and premises staff are aware of the school's Health and Safety Policy and how it affects their work (e.g. storage of chemicals, use of equipment) and monitoring this.
- d) Arranging for termly hazard inspections to be carried out with appropriate follow-up action.

First Aid

- a) Ensuring that there are adequate first aid facilities at all times.

Fire

- a) Ensuring that adequate fire control appliances are available throughout the academy and that these are inspected at least annually.
- b) Carrying out fire alarm call point tests on a weekly basis using a rota system and maintaining records.
- c) Keeping a record of the school's emergency arrangements and a record of maintenance and inspection of firefighting/detection equipment.
- d) Ensuring that a copy of the academy's fire drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.
- e) Ensure all staff are trained in Fire Awareness and that there are a sufficient number of trained Fire Wardens

Asbestos

- a) Undertaking an asbestos survey in relation to the entire school site and reviewing it annually.



- b) Keeping a record of how asbestos is being managed across the site.

Legionella

- a) Maintaining details of how legionella control is being managed across the school's site.
- b) Arranging water quality testing reports to be carried out annually.

Electricity

- a) Keeping records evidencing that all portable equipment has been PAT tested and that the school's fixed electrical installation is being inspected at appropriate intervals.

Equipment

- a) Ensuring that everything received from suppliers - equipment, machinery, substances etc., is accompanied by adequate information and instruction prior to use.

Security

- a) Ensuring that there are appropriate security arrangements in place in relation to staff, pupils, third parties, property and assets.
- b) Ensuring that the security arrangements in place for the school are actioned.

The appendix details the areas which the academy health and safety procedures should cover. The Headteacher may delegate responsibility for aspects of health and safety but remains ultimately responsible. Where any health and safety matter is delegated the individual to whom it is delegated is aware that it falls within that individual's agreed responsibilities.

ALL STAFF

It is the responsibility of all staff:

- to take reasonable care of the health and safety of himself/herself and others, who may be affected by his/her acts or omissions at work;
- to conform with the health and safety arrangements at the academy;
- to be responsible and accountable to their line manager for the implementation of this Policy and the relevant academy's Health and Safety procedures in the performance of their duties. Staff must be familiar with this policy and its implications together with procedures and practices relating to an individual academy, where appropriate;
- to conform to responsibilities as laid down in their departmental safety policy (where appropriate) and safe working arrangements and have a legal responsibility under the Health and Safety at Work Act 1974 to report any possible hazard or defects. This should be to their Head of Department (if applicable), if it affects the functioning of the department/academy, and to the Site Manager/Caretaker, the Business Director, Deputy Headteacher or Headteacher for rectifying the matter;
- must ensure that, where particular conditions apply, all students or persons under their supervision must receive instruction or provided with on the job training to enable them to operate in a safe and efficient manner.

ALL STUDENTS

It is the responsibility of all students:

- to exercise personal responsibility for the safety of themselves and others, bearing in mind the age and experience of the pupil;

- to observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives or other dangerous items).;
- to observe the safety rules of the academy and in particular the instructions given by staff in emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for safety.

EMPLOYER LIABILITY

Legal liability for accidental bodily injury, illness or death of employee, pupils or visitors, rests with the Trust provided that it is the fault of the academy and/or the Trust.

RISK ASSESSMENT

Risk assessments must be undertaken to control the risks within the academy for staff, students, contractors and visitors. The competent person, as identified by each academy, should consider the likely accidents and ill health which will result in harm and undertake an assessment to control these risks.

The following risks will require assessment:

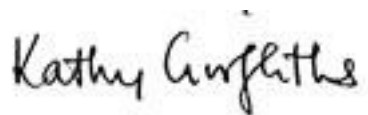
1. All risks to the health and safety of staff, students, contractors and visitors arising out of their work. Risks to new or expectant mothers must be considered in the risk assessment (see regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999).
2. Where employing staff under the age of 18, risk assessments must be carried out (see paragraph 5 regulations 3 of The Management of Health and Safety at Work Regulations 1999).
3. Asbestos risk assessment (see regulation 4 of The Control of Asbestos Regulations 2012 for details of what must be considered as a part of this process).
4. The risk from substances hazardous to health must be assessed (see regulation 6 of The Control of Substances Hazardous to Health Regulations 2002 which details the matters that must be considered).
5. The risk that display screen equipment poses to staff must be assessed (see regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992).
6. Suitable and sufficient assessment must be made of the risks to staff, students and visitors are exposed in order to identify the general fire precautions needed to be taken (see regulation 9 of The Regulatory Reform (Fire Safety) Order 2005).
7. Risk assessment of manual handling operations must be conducted where it is not possible to totally avoid potential injury as a result of the operation (see regulation 4 of The Manual Handling Operations Regulations 1992 and Schedule 1).
8. Risk assessments must be carried out in relation to working at heights in order to identify the measures needed to ensure that the work is carried out safely (see regulation 6 of The Working at Height Regulations 2005).
9. The risk of children being drawn into terrorism must be assessed.
10. The risk associated with the areas identified in the appendix should also be assessed if not already identified above.

As part of the risk assessment process:

1. Potential hazards must be accurately identified.
2. The individual/ group of individuals who may be harmed by the hazard should be identified.

3. The likelihood of the harm occurring should then be assessed.
4. The control of the risk should then be identified. This involves doing everything reasonably practicable to protect the identified individual or group of individuals from harm.
5. It is always necessary to balance the level of risk against the measures needed to control the real risk in terms of cost, time and effort.
6. Staff are involved in the process.
7. There is no expectation that unforeseeable risks are anticipated.
8. A record should be kept of significant assessments and findings. The risk assessment should record:
 - a proper check of hazards has been made;
 - individuals affected have been identified;
 - all obvious significant hazards have been dealt with taking into account the number of people involved.
 - the precautions are reasonable and the remaining risk is low.
 - staff or their representatives are involved in the process.
9. Risk assessments should be reviewed on a regular basis to:
 - ascertain if there have been any significant changes;
 - see if there are any improvements which can be made;
 - see if any problems have been identified;
 - see if any lessons can be learned from accidents.

Approved by

A handwritten signature in black ink that reads "Kathy Griffiths".

Kathy Griffiths
Chief Executive Officer of the Aquinas CE Education Trust Limited

APPENDIX

The academy health and safety procedures should include the following (some of which may be included in a separate policy):

1. Accident procedure for staff and students and accident reporting
2. Animals and plants
3. Asbestos
4. Contractors
5. Control of substances hazardous to health
6. Display Screen Equipment
7. Educational Visits
8. Equipment
9. Fire and Evacuation and other Emergency Arrangements
10. Fire Risk Assessment
11. First Aid, student illness and Medication
12. Inspection and Maintenance of Emergency Equipment
13. Health and Safety Information and Training
14. Health and Safety Monitoring and Inspection
15. Health and Safety Risk Assessments
16. Legionella
17. Lifting and Manual Handling
18. Lockdown
19. Minibuses
20. Pregnant Workers and New Mothers
21. Removal of Waste
22. Site Security
23. Smoking on site
24. Stress
25. Working at Height
26. Vehicles on Site