

# Holy Family Catholic Multi-Academy Company



## Health and Safety Policy Cover Sheet

Ratified September 2018

Review Autumn 2019

Signed

A handwritten signature in black ink, appearing to read "K. Sealand", is written over a vertical line.

# Holy Family Catholic Multi-Academy Company



## Health and Safety Policy

Striving for excellence in health, safety and wellbeing management and performance

## **Introduction**

All schools 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 as 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 their employer of any work situation representing a serious and imminent 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 schools in The Holy Family Catholic Multi Academy Company will manage occupational health and safety.

## **1. Statement of Intent**

The Holy Family Catholic Multi Academy Company recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school 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 this school.

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

The main aim of our policy is prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable The Holy Family Catholic Multi Academy Company 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, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing 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 and cooperating with employees 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 cooperate 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.

Through this statement of intent and the implementation of our 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 partners. We will achieve this by:

- Considering health and safety within our schools planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels in the organisation.
- Ensuring that all individual schools health and safety related policies are complied with, as well as any policies issued by The Holy Family Catholic Multi Academy Company, all documents, safe systems of work and any other arrangements that ensure proper and safe implementation.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring The Holy Family Catholic MAC's 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, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed

Signed

Name

Name

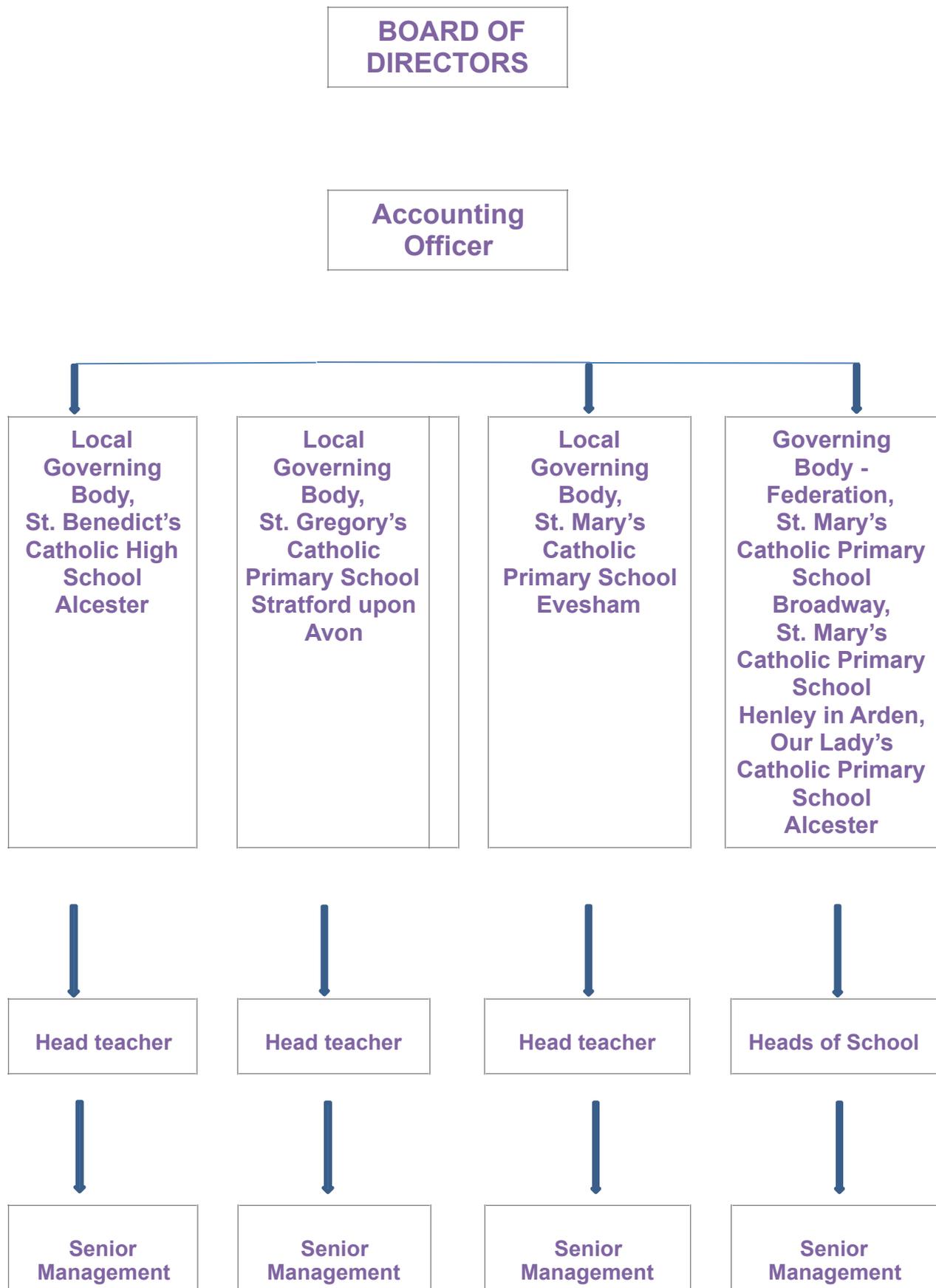
**Chair of Directors**

**Accounting Officer**

Date:

Date:

## 2. Organisation



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

## **2.1 Health & Safety Roles and Responsibilities**

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

A proactive health and safety culture will require strategic leadership from the Board of Directors, Accounting Officer, the Local Governing Body of each school and the school's Headteacher / Head of School along with the support of all staff. The ultimate and overall responsibility for ensuring a safe and healthy environment lies with The Holy Family Catholic Multi Academy Company Directors, whilst day to day management of Health and Safety is delegated to the Accounting Officer. Individual schools manage their school specific Health and Safety policies under the oversight of the LOCAL GOVERNING BODY.

Each school, supported by The Holy Family Catholic Multi Academy Company, will manage its own Health and Safety procedures which fully integrate with this Policy. Headteachers / Heads of School are responsible and accountable for the implementation and compliance of this policy within their school / schools although health and safety roles and responsibilities can be delegated to other school staff in a clear and accountable manner. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

## **2.2 CSEL / Accounting Officer**

The CSEL / Accounting Officer is responsible for Health and Safety Management throughout The Holy Family Catholic Multi Academy Company

- Implementing and achieving the objectives of the Board's health and safety policy.
- The preservation, development, promotion and maintenance of The Holy Family Catholic Multi Academy Company health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within The Holy Family Catholic Multi Academy Company decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring The Holy Family Catholic Multi Academy Company, has appointed competent people to provide health and safety assistance/advice and that the relevant training is provided to assist with the implementation of health and safety measures to meet legal requirements.
- Personally respond to any legal notice received by the HSE or other enforcing body.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management, advising the Board of The Holy Family Catholic Multi Academy Company and conforming to all relevant health and safety statutes.
- Report Termly to the Board on termly, on the health and safety performance of *The Holy Family Catholic Multi Academy Company*, which will include:
  - Accident statistics
  - Setting performance related targets and objectives
  - Measuring health and safety performance
  - Provision of an effective Health and Safety Committee process

- Monitoring of Health and Safety to include:
  - Auditing
  - Inspection
  - Accident recording and investigation
  - Review of performance

## **2.3 Local Governing Body**

The Local Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school, in agreement with The Holy Family Catholic Multi Academy Company, has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management, seeking advice and guidance from The Holy Family Catholic Multi Academy Company where required 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.

The LOCAL GOVERNING BODY will delegate the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher / Head of School.

## **2.4 Headteacher / Head of School**

The Headteacher / Head of School has been appointed by the Local Governing Body as the 'Responsible Person' for health and safety within the school.

The Headteacher / Head of School has overall accountability and responsibility for ensuring effective health and safety within the 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.

The Headteacher / Head of School 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 Headteacher / Head of School will remain accountable for those activities.

Where the Headteacher / Head of School has chosen to delegate their operational responsibilities to other members of senior management/leadership; the Headteacher / Head of School must ensure that those nominated are competent and understand and accept their delegated responsibilities.

Headteacher / Head of School will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.

- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the Local Governing Body, termly, on the health and safety performance of the school, which will include:
  - Accident statistics
  - Setting performance related targets and objectives
  - Measuring health and safety performance
  - Provision of an effective Health and Safety Committee process
  - Monitoring of Health and Safety to include:
    - Auditing
    - Inspection
    - Accident recording and investigation
    - Review of performance
    - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decisions/arranging new projects, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided, seeking advice and guidance from The Holy Family Catholic Multi Academy Company if required, to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the competent health and safety person is consulted, along with employees' representatives, prior to changes in working practices;
- Ensure that the Accounting Officer is informed of any breach of health and safety statutory requirements; when there is Health and Safety Executive (HSE) involvement; and, to any legal notice received by the HSE or other enforcing body.
- Ensure that a formalised health and safety workplace inspections and audits are undertaken and appropriate action implemented;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

## **2.5 Senior Management (i.e. Deputy Headteachers, Assistant Heads, Administration and Operations Managers, Department Heads)**

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by department to ensure legal compliance and best practice.

In general, all senior management must:

- Comply with the school's health and safety policy and relevant departmental policies;
- Ensure that risk assessments are undertaken and recorded for work activities, processes and 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 legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;
- 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 at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- 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 peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

## **2.6 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 and contract workers.

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

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with 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 (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- 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 the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising 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, 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 workplace 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 and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

## **2.7 Pupils**

All pupils are expected to behave in a manner that reflects each schools' 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 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.

## **2.8 Shared site users**

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) 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 each site must agree to:

- Cooperate, communicate and coordinate 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, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.
- The school's health and safety arrangements are made available for dissemination.

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