

Ref: Health and Safety Policy
Approved by Governors: December 2021
Reviewer: Business Manager/December 2022

HEALTH AND SAFETY POLICY



Governing Body Approval

Policy approved by:

(NAME)

(SIGNATURE)

(GOVERNOR POSITION)

(DATE)

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Blessed Trinity RC College, Ormerod Road, Burnley, Lancashire, BB10 3AA (DFE No: 888/ 4804)**
- **Part of Romero Catholic Multi-Academy Trust**

This policy is based on the requirements of the Health and Safety at Work etc. Act 1974 and associated Health and Safety and other legislation. It should be read in conjunction with the Lancashire County Council's (LCC) Health and Safety Management System which is held on the School's Portal. (Blessed Trinity RC College buy in to the LCC Health and Safety SLA.)

As an Academy, the Romero Catholic Academy Trust is the employer and is responsible for the use of the school premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Romero Catholic Trust, the Headteacher and the Local Governing Body should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe working conditions;
- ensure safe handling and use of substances
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following review by LCC
- consult with employees on matters affecting their health and safety
- provide information, instruction and supervision for employees
- prevent, where reasonably practicable, accidents and cases of work-related ill health
- comply with appropriate directions given by the county council on health and safety requirements
- act in accordance with the relevant provisions in the Romero Catholic Academy Trust Health and Safety Policy and the School Teachers Pay and Conditions Document.

Responsibilities:

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is:	Business Manager
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	Premises Issues – Site Manager Fire Safety – Business Manager Educational Visits – Business Manager
The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:	Business Manager

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All employees within the school have a responsibility to:

- co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- Adhere to the School Teachers Pay and Conditions document which states that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Health and Safety Risks Arising from Work Activities:

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	Curriculum Leaders (nominated staff with specific leadership or subject leadership responsibilities), Business Manager, Site Manager
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	Business Manager
Action required to remove/control risks will be approved by:	Business Manager
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Business Manager
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Curriculum Leaders (nominated staff with specific leadership or subject leadership responsibilities), Business Manager, Site Manager or other Service Lead.
Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	Curriculum Leaders (nominated staff with specific leadership or subject leadership responsibilities), Business Manager, Site Manager or other Service Lead.

School's Commitment:

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- draw up and implement appropriate health & safety procedures for the school;
- share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;

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- identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- comply with appropriate directions given by the county council on health and safety requirements; and,
- act in accordance with the relevant provisions in the Romero Catholic Academy Trust Health and Safety Policy and the School Teachers Pay and Conditions document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this policy document.

Consultation with employees:

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Mr Robert Waring Mr Steve Cooper Mr Phil Park
Consultation with employees is provided via:	Termly Health & Safety meetings Staff appraisals Team meetings

Safety Representatives:

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to: -

- investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- inspect the workplace.
- represent employees in dealings with health and safety inspectors.
- attend health and safety committee meetings.

Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased or installed.

Responsible person(s) for identifying all equipment/plant needing maintenance:	Site Manager.
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Site Manager, Business Manager.
Responsible person(s) for ensuring that all identified maintenance is carried out:	Site Manager, Business Manager.

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Any problems found with equipment should be reported to:	Site Manager, Business Manager. (A maintenance and repair log is held on all desktops to enable all staff easy access for reporting of issues.)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Site Manager, Business Manager.

Information, Instruction and Supervision:

The Health and Safety Law poster is displayed at:	Staff Room and School Office
Health and safety advice is available from:	Business Manager, Site Manager.
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	Appropriate member of the Senior Leadership Team, HR Manager, Curriculum Leader

Competency for Tasks and Training:

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job training and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate.

Induction training will be provided for all employees by:	HR Manager
Job specific training will be provided by:	Appropriate Line Manager
Jobs requiring specific health & safety training are:	Business Manager – IOSH Managing Safely Site Manager – IOSH Managing Safely Technical Staff – H&S Training relevant to their role Fire Wardens First Aiders
Training records are kept by:	HR Manager, Business Manager, Site Manager
Training will be identified, arranged and monitored by:	HR Manager, Appropriate Line Manager

Accidents, First Aid and Work-related Ill Health:

The school acknowledges the legal requirement to:

- ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	First aid kits can be found in the following areas: <ul style="list-style-type: none"> • Main Office (including travel kits) • First Aid Room
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	<ul style="list-style-type: none"> • Spirit of Sport • Kitchen • Science Prep Room • Chapel <p>However further kits are located across the school site. A site map with locations is held by the Site Manager.</p>
The first aider(s) and appointed person(s) is/are:	<p>First Aid at Work Qualified</p> <ul style="list-style-type: none"> • Andrew Benjamin (certification expires 01/09/24) • Carole Bamford (certification expires 01/09/24) • Tina Nuttall (certification expires 01/09/24) • Louise Place (certification expires 24/08/24) <p>Emergency First Aid at Work</p> <ul style="list-style-type: none"> • Helen Tyson (certification expires 04/02/22) • Patrick Martin (certification expires 04/02/22) • Kate Egan (certification expires 04/02/22) • Marshall Holding (certification expires 04/02/22) • Janette Hands (certification expires 04/02/22) • Ashleigh Clarke (certification expires 18/03/24) • Gen Fuerte (certification expires 18/03/24) • Alicia Tansey (certification expires 18/03/24) • Zoe Robinson (certification expires 29/06/24) • Sheila Horsfall (certification expires 29/06/24) • Lisa Charnley (certification expires 29/06/24) • Tania Fleming (certification expires 29/06/24) • Graham Codd (certification expires 29/06/24) • Janet Horne (certification expires 29/06/24) • Jolene Robinson (certification expires 29/06/24) <p>Outdoor First Aid</p> <ul style="list-style-type: none"> • Jennifer Moss (certification expires 11/04/22) • Marshall Holding (certification expires 11/04/22) • Mr Liam Griffin (certification expires 11/04/22) • Miss Charlotte Thomas (certification expires 11/04/22) <p>Basic Life Support</p> <ul style="list-style-type: none"> • Nicola Daulton (certification expires 11/02/23) • Jane Tuohy (certification expires 11/02/23) • Shahid Hussain (certification expires 11/02/23) • Jez Schofield (certification expires 11/02/23) • Philip Park (certification expires 11/02/23) • Karen Rishton (certification expires 11/02/23) • Billie-Jo Herdman (certification expires 11/02/23)

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	<ul style="list-style-type: none"> • Shelley Ogden (certification expires 11/02/23) • Declan Heavican (certification expires 11/02/23) • Janet Harbord (certification expires 09/03/23) • Polly Tasker (certification expires 09/03/23) • Polly Barker (certification expires 09/03/23) • Graham Codd (certification expires 09/03/23) • Amy Winterbottom (certification expires 09/03/23) • Kate Mercer (certification expires 09/03/23) Mental Health First Aid <ul style="list-style-type: none"> • Philip Park (certification expires 23/11/23) • Rebecca Wiseman (certification expires 23/11/23) • Helen Tyson (certification expires 23/11/23) • Patrick Martin (certification expires 23/11/23) • Rifat Parveen (certification expires 23/11/23) • Adam Rhodes (certification expires 23/11/23) • Carla Jenkinson (certification expires 07/12/23) • Janet Horne (certification expires 08/07/24) • Christine Dagg (certification expires 08/07/24) • Deborah Williams (certification expires 08/07/24)
Defibrillator(s) are located at/ in	Main school building entrance area Spirit of Sport entrance
People trained to use a Defibrillator are: -	Mrs Carole Bamford Mr Andrew Benjamin Miss Louise Place Mrs Tina Nuttall <u>First Aid Basic Life Support:</u> <ul style="list-style-type: none"> • Dr Jane Tuohy • Ms Nicola Daulton • Mr Shahid Hussain • Mr Phil Park • Mrs Karen Rishton • Mrs Polly Barker • Mr Jez Scofield • Miss Billy-Jo Herdman
All accidents and cases of work-related ill health are to be reported to:	Business Manager, HR Manager, SLT
Health surveillance is required for employees in the following circumstances:	Pregnant staff members Physically impaired staff members
Health surveillance will be arranged by:	HR Manager
Health surveillance/records will be kept by:	HR Manager

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Performance Monitoring:

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check working conditions, ensure safe working practices are being followed, conduct workplace inspections:	Business Manager
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Business Manager
Responsible person(s) for investigating work-related causes of sickness absences:	HR Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	Business Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Business Manager

Emergency Procedures - Fire and Evacuation:

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Business Manager
Escape routes are checked by/every:	Site Manager/Site staff - Daily
Fire extinguishers are maintained and checked by/every:	Site Manager and approved contractor in line with statutory guidelines.
Alarms are tested by/every:	Site Manager - Weekly (varying times depending on site staff working hours)
The emergency evacuation procedure is tested by/every:	Business Manager - Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Business Manager

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Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school) Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details of where/who information about the school's arrangements can be found/obtained from:
Accident Reporting, Recording and Investigation	√	LCC Guidelines, Business Manager
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	LCC Guidelines, Business Manager, Site Manager
Catering	√	Catering Manager
Cleaning/caretaking	√	LCC Guidelines, Site Manager
Control of contractors	√	LCC Guidelines, Site Manager
COVID	√	Government and LCC Guidelines to be followed
Disability access – H&S implications	√	LCC Guidelines, HR Manager
Display Screen Equipment and eye tests	√	LCC Guidelines, HR Manager
Driving at Work	√	LCC Guidelines
Electrical Safety	√	LCC Guidelines, Site Manager
Emergency Procedures other than Fire e.g. flood, services failure	√	Emergency Plan, Business Manager
Extended school and community use	√	Business Manager
Falling Objects/Safe storage	√	LCC Guidelines, Site Manager
Fire Safety	√	LCC Guidelines, Business Manager, Site Manager
First Aid	√	LCC Guidelines, First Aiders
Gas safety	√	LCC Guidelines, Site Manager
Hot surfaces, scalds and burns	√	LCC Guidelines, Business Manager, First Aiders
Induction	√	HR Manager
Information communication	√	Emergency Plan, Business Manager
Lettings to non-school groups	√	Business Manager, H Tyson
Management and other Health and Safety responsibilities	√	LCC Guidelines, Business Manager, Site Manager
Manual Handling	√	LCC Guidelines, Business Manager, Site Manager
Minibuses	√	Site Manager
Mobile phones – use of	√	Key Staff Information
Needles and needle stick injuries	√	LCC Guidelines, Business Manager, First Aiders
Performance Monitoring	√	LCC Guidelines, Business Manager, HR Manager
Personal safety including lone working and violence and aggression	√	LCC Guidelines, Business Manager, Site Manager

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Playgrounds and external areas	√	LCC Guidelines, Site Manager
Premises Management	√	Site Manager
Pupil moving and handling (Special needs)	√	LCC Guidelines, Business Manager/Site Manager (General arrangements), SEN lead (Pupil specific)
Pregnant employees and nursing mothers	√	LCC Guidelines, HR Manager
Reporting of H&S concerns/faults	√	Business Manager, Site Manager
Risk Assessment and hazard identification	√	Business Manager, Site Manager
Safety Committee	√	Business Manager, Site Manager, safety representatives
Safety Representatives	√	Business Manager, Site Manager, safety representatives
Slips and trips	√	LCC Guidelines, Business Manager
Stress	√	LCC Guidelines, HR Manager
Substances – COSHH	√	Curriculum Areas (e.g. Science, Art, DT), Site Manager re: cleaning, Catering Manager re: catering.
Temporary and supply staff	√	Cover Manager, HR Manager
Training	√	HR Manager, Business Manager, Site Manager, Line Manager
Transporting and storing chemicals	√	LCC Guidelines, Site Manager
Vehicle and pedestrian traffic	√	LCC Guidelines, Site Manager
Visitor and volunteers safety	√	LCC Guidelines, Business Manager, Site Manager
Waste storage and disposal	√	LCC Guidelines, Site Manager
Water hygiene (Legionella, lead etc.)	√	LCC Guidelines, Site Manager
Work equipment and machinery	√	LCC Guidelines, Site Manager
Working at height – ladders, access equipment etc.	√	LCC Guidelines, Site Manager
Workplace Inspection	√	LCC Guidelines, Business Manager, Site Manager

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

*Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).