

# HOLY FAMILY CATHOLIC SCHOOL



## Health & Safety POLICY

<b>Date agreed</b>	<b>October 2024</b>
<b>Next review date</b>	<b>October 2025</b>

### THE MISSION STATEMENT OF THE SCHOOL

*Holy Family Catholic School is a Catholic community embracing the clear Christian values of respect, service and justice.*

*We are a family of many cultures sharing one faith.*

*We exist to educate young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.*

## 1. Statement of Intent

The school endeavours to ensure pupils are safe in school and when undertaking out of school activities. The school promotes proportionate risk management, regarding the nature of the activities being undertaken, to keep pupils safe.

The school encourages teachers to teach pupils an understanding of risk through exciting school trips, as well as school-based activities including being able to take part in sports, to play freely in the playground, and participate in risk management of hazards e.g. in science, D&T and art.

The school understands the employer is accountable for the health and safety of school staff and pupils; that the day-to-day running of the school has been delegated to the headteacher and the school management team; and they are responsible for ensuring health and safety risks are managed effectively.

The school has appointed a competent person (someone with the necessary skills, knowledge and experience to provide proportionate advice) to ensure it meets its health and safety duties. The name of the competent person is: David Garioch / John Kempster (The LA Health and Safety Team offer this role through their enhanced service)

The school management agrees the employer has reserved the right to direct the school to appoint a competent person, at the school's cost, if the school management is unable to demonstrate its nomination has the necessary skills, knowledge and experience. Guidance from specialist bodies will also be used to manage risks including:

- the Consortium of Local Education Authorities Provision of Science for Schools ([CLEAPSS](#)) for advice on Science, Design & Technology and Art;
- the [Association for Physical Education \(AfPE\)](#) for PE;
- general guidance is also available from [the HSE](#).

The Senior Leadership Team is committed to ensure there is effective health and safety management, and follows the IoD/HSE guidance on [leading health and safety at work](#).

This policy is an integral part of the school's culture, values and performance standards. The key elements of the policy include:

- the roles and responsibilities
- the arrangements and mechanisms to control risk
- specific control measures that need to be implemented

This policy will be reviewed every three years or if there are significant changes within the school. It will be signed and dated by the Headteacher. A signed and dated copy will be sent to the council's Health and Safety Team as a record for the employer, email [healthandsafety@walthamforest.gov.uk](mailto:healthandsafety@walthamforest.gov.uk).

## 2. Responsibilities

The Headteacher will:

- ensure that the school has adapted this template health and safety policy to have effective arrangements for managing the real health and safety risks at the school;
- maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site;
- ensure appropriate written risk assessments are in place for the significant hazards created by the schools to protect staff and pupils from reasonably foreseeable harm;
- make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility;
- consult and work with recognised TU safety representatives/employee representatives and safety committees;
- make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
- implement a system to regularly monitor health and safety standards in the school to ensure there is continual improvement of these standards;
- delegate the lead responsibility for health and safety to the business manager/business leader or bursar but remains accountable for the standards.

Other school leaders

The Business Director / Premises Manager takes the lead for health and safety on site and provides the focal point for the school's health and safety management arrangements.

Their school wide roles include:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed
- advising contractors of site-specific risks and overseeing their activities on site
- ensuring staff and visitors are aware of on-site procedures and the precautions to follow
- accident and incident reporting
- implementing, monitoring and reviewing of training procedures
- preparing of reports and returns for the school leadership team

Heads of Departments and/or Curriculum Leaders have expertise in their topic areas and are responsible for advising and leading on the arrangements for assessing and managing risk in their department. They need to provide a termly report to the nominated lead to share with the staff committee and Governors.

Some schools may appoint a subject specialist or other nominated lead to take a primary role in providing support across the school's range of activities, however the Head of Departments and/or Curriculum Leaders are accountable for the standards reached and must provide the nominated lead with:

- sufficient authority to take the lead responsibility for health and safety;
- time, resources and competence to fulfil the role.

Employees will

- take reasonable care for their own health and safety and that of others who may be affected by what you may do, or fail to do;
- cooperate with their employer, managers, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;

- do their work in accordance with training and instructions;
- raise health and safety concerns in line with local arrangements.

Hirers, Contractors and Other, when the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have equivalent responsibility for safe practices as indicated in responsibilities of the Headteacher above.

When the premises are hired to persons outside the employ of the school employer, it will be a condition for all hirers, contractors and others using the school premises or facilities they

- are familiar with this policy;
- comply with all safety directives of the school management;
- will not without prior consent of the school management:
  - (a) introduce equipment for use on the school premises;
  - (b) alter fixed installations;
  - (c) remove fire and safety notices or equipment;
  - (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

The Headteacher and school management draws attention of all users of the school premises (including hirers, contractors and others) no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### 3. Arrangements

Competent persons must carry out assessments, inspect and examine the following issues, plant and equipment at appropriate intervals. Copies of reports are to be forwarded to the appropriate departments for information or action. Copies of reports are to be kept on Concerto for future reference purposes.

- Asbestos Register
- Gas-fired boilers and appliances
- Fixed and portable pressure systems including bulk gas storage facilities -
- Fire Risk Assessment
- Fire extinguishers and other emergency fire fighting equipment
- Electrical installations, fire alarm systems, emergency lights (including batteries and battery charging systems) and fire detectors
- Portable electrical appliances
- Fume cupboards and other local exhaust ventilation (LEV) equipment (including equipment in kitchens)
- Water Risk Assessment
- Lifts, lifting gear, lifting equipment and hoists
- Trees
- Emergency electrical stop buttons
- Microwave ovens (microwave leakage tests)
- Access equipment including scaffold towers and scaffolding
- Guards, safeguards and safety devices fitted to work equipment (including machines)
- Radioactive sealed sources
- Gymnasium equipment (including weights equipment)

#### 4. Assessing and managing risks

Assessing risk is the cornerstone of good health and safety management, as it systematically identifies the significant hazards and how to control them effectively and proportionately. The law requires the school to record details of risk assessments, the measures taken to reduce these risks and expected outcomes.

The school needs to record significant findings of the assessment by identifying:

- the significant hazards;
- how people might be harmed by them;
- what they have in place to control risk.

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.

Risk assessments consider what measures you need to protect the health and safety of all:

- staff;
- pupils;
- visitors;
- contractors;
- trespassers.

Schools will need to think about the risks that may arise in the course of the school day. This could include anything related to the school premises or delivery of its curriculum, whether on or off site.

School departments are expected to carry out risk assessments for the significant hazards related to their activities and equipment. It is good practice to involve all relevant staff to participate in the assessment of risk, to get a full picture of the issues.

The school will arrange for additional inspections and risk assessments to be carried out as and when required.

Factors included in risk assessments will vary between schools, although some will appear in most schools. HSE provides [guidance on the risk assessment process](#).

The school can adopt or modify the guidance below to suit their circumstances:

- [HSE website: common hazards](#)
- [DfE guidance: Asbestos management in schools](#)
- [DfE guidance: Emergency planning and response](#)
- [CLEAPSS for science and design and technology](#)
- [ASE for science](#)
- [The Design and Technology Association \(DATA\) for design and technology](#)
- [Association for Physical Education](#)
- [Outdoor Education Advisers' Panel for school trips](#)

#### 5. Other areas and activities to consider

The list of guidance below provides sources of further help on health and safety related risks:

- [workplace safety for teachers, pupils and visitors](#) – checklist for classrooms
- [fire safety](#)
- [work at height](#)
- [slips and trips in educational establishments](#)
- [on-site vehicle movements](#)

- [managing asbestos in your school](#) and [HSE guidance](#)
- [control of hazardous substances](#)
- [selecting and managing contractors](#)
- [good estate management for schools](#)
- [school building design and maintenance](#) (and where necessary examination and testing)
- [manual handling](#)
- [managing work-related stress](#)
- [lone working](#)

## 6. School security and emergency preparation

All schools should have plans in place to enable them to manage and respond to incidents related to school security. DfE is consulting on guidance to help schools with [school security procedures](#).

Schools should also have procedures for controlling access and barring individuals from premises. Schools can decide whether to include this within their school security plan or deal with the issue when it arises in another plan or procedure.

The DfE provides guidance on helping schools with [accessing and barring of individuals from premises](#).

Health and safety emergency procedures schools should consider include:

- serious injury to a pupil or member of staff (for example, transport accident)
- significant damage to school property (for example, fire)
- criminal activity (for example, bomb threat)
- severe weather (for example, flooding)
- public health incidents (for example, flu pandemic)
- the effects of a disaster in the local community

The DfE provides [emergency and planning response templates and guidance](#).

## 7. Staff training

The schools will ensure staff receive information and training about health and safety. This includes:

- how to assess risks specific for their job;
- how to meet their roles and responsibilities identified within the health and safety policy.

This will be done in different ways depending on individual or specific need. For example, providing staff with written guidance may be appropriate in some cases, while attending a training course may be more appropriate for others.

Staff whose work involves a greater element of risk will need extra or specific training. The [HSE risk management guidance](#) provides information about when staff require specific training in, for example:

- using industrial machinery;
- managing asbestos,

- managing water safety;
- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

The DfE also provide information about the [safe storage and disposal of hazardous materials](#).

## 8. Recording and reporting injuries and accidents

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The school can use the telephone accident reporting system AIR Line to report accidents, 03300 586 469. The Health and Safety Team will then be the responsible person for reporting in line with the RIDDOR regulations.

If the school does not use the AIR Line telephone system, it retains the responsible person role to comply with the RIDDOR regulations. The HSE explain when, how, where and when to report incidents in their education information sheet: [incident reporting in schools](#).

## 9. Review and evaluation

The school will regularly monitor and review their health and safety policies to ensure it is reducing risks. As part of this monitoring, the school will investigate incidents to ensure it is:

- taking appropriate corrective action;
- sharing learning;
- putting necessary improvements in place.

The school will regularly and at least annually consider how it measures its performance. The school will develop an effective monitoring system, backed up with sensible performance measures.

Where there is a health and safety incident at the school, the competent person and others with health and safety responsibilities should assess the effectiveness of the school's procedures and its response. They should make necessary changes to policies and procedures.

## 10. Additional powers of the local authority as employers

Under section 29(5) of the Education Act 2002, local authorities have powers to direct health and safety matters relating to school premises or school activities taking place elsewhere in the following types of school:

- community schools;
- voluntary controlled schools;
- community special schools;
- maintained nursery schools;
- pupil referral units.

The Local authority will only use these powers when a school's health and safety arrangements are inadequate.

## 11. The Law

The [Health and Safety at Work etc. Act 1974](#) determines health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

The [Management of Health and Safety at Work Regulations 1999](#) supports the Act. The school management will make sure it is familiar with both pieces of legislation.