



# Health and Safety Policy

FROM SEPTEMBER 2023

Aquinas Church of England Education Trust





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# Health and Safety

## Overview

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## Statement of Intent

**[UPDATED]** 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, pupils, 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 (Chief Executive) and Academy Headteachers (hereafter referred to as 'Headteacher'), will take reasonable steps to ensure that arrangements are in place to secure, so far as reasonably practicable, the health, safety and welfare of pupils, staff, contractors and visitors at all Trust academies and premises. The Headteachers will actively work with the Chief Executive, the Trust Facilities Manager, and key staff at their academies to:

- a. Establish and maintain in so far as is reasonably practicable and financially viable, a safe and healthy working environment for staff, pupils, contractors, and visitors.
- b. Ensure, as far as is reasonably practicable, the provision of information, instruction training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety and that of others.
- c. each safety where appropriate and to have an effective system of communication of health and safety matters.
- d. Formulate effective risk assessment and accident procedures.
- e. Provide and maintain, as far as is reasonably practicable, adequate welfare facilities for staff and pupils.
- f. Provide an effective system of reporting accidents, dangerous occurrences and potential hazards to health and safety.
- g. 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, pupils, contractors, and visitors. The Trust will, through the operation of the Chief Executive,



Trust Facilities Manager and Headteachers take all reasonably practicable measures to reduce these risks to an acceptable level.

## 1. [NEW] Legal framework

[NEW] This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

[NEW] This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years, and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

[NEW] This policy operates in conjunction with the following policies, practices, and risk assessments:

- Administering Medicine Policy
- Adverse Weather Policy
- Allergen and Anaphylaxis Risk Assessment
- Asbestos Management
- COSHH
- Data Protection Policy
- Display Screen Equipment (DSE)
- Educational Visits and School Trips Policy
- Fire Safety Risk Assessment
- First Aid Policy
- Health Eating and Drinking Policy
- Infection Control Policy



- Invacuation, Lockdown and Evacuation Policy
- Lone Worker Risk Assessment
- Manual Handling Risk Assessment
- Minibus Risk Assessment
- Risk Assessment
- School Security Policy
- School Uniform Policy
- Wellbeing and Stress Management Policy
- Working at Heights Risk Assessment

This list is not exhaustive.

## 2. Definitions

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

**Chief Executive:** appointed by the Trust Board, responsible for the day-to-day operations of the Trust.

**[UPDATED] Trust Facilities Manager:** officer to whom the Chief Executive has delegated the day-to-day responsibility of health and safety within the Trust and its academies. If the Trust Facilities Manager is unavailable for whatever reason, the responsibility for Health and Safety rests with the Chief Financial Officer (CFO) who will be supported in this role by an external consultant retained to provide professional advice and assistance. The responsibility will revert to the Trust Facilities Manager when he/she returns.

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

References to Headteacher includes Executive Headteacher/Headteacher/Head of School and Acting Headteacher.

## 3. 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, pupils, 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.



## 4. Roles and responsibilities

### Trust Board

**[UPDATED]** Trust Board is ultimately responsible for ensuring that the Trust and its academies operate a safe and healthy environment for staff, pupils, contractors, and visitors. The Trust Board 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 **Health and Safety Policy** and for all matters relating to health, safety, and welfare within their respective academy.

### Chief Executive

**[UPDATED]** The Chief Executive 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 Trust Facilities Manager. The Chief Executive reports to the Trust Board on health and safety concerns or material incidences.

The Trust Facilities Manager has the day-to-day responsibility for the implementation of the Trust **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 Trust Facilities Manager is the competent person for the purposes of the Trust **Health and Safety Policy**. If the Trust Facilities Manager is unavailable, the competent person shall be the external consultant referred to above.

From 1 September 2020, until further notice, the competent person is Brian Connolly of **Bricon Limited** whose contact details are [Bjcon22@googlemail.com](mailto:Bjcon22@googlemail.com) or 07733 222 426.

### Headteacher

The Trustees have delegated implementation of the Health and Safety Policy to the Executive Headteacher, Headteacher and Head of School (hereafter referred to as the Headteacher) of the Academy. The Headteacher is responsible and accountable to the Trustees for all matters relating to health, safety and welfare of staff, pupils, 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 Trust Facilities Manager 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 Chief Executive and Trust Facilities Manager. In particular, the Headteacher will:

### General

- 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.

- Provide a safe environment for pupils, staff, contractors, visitors, and other users of the premises.
- Ensure that procedures are in place to identify hazards and evaluate risk control measures.
- Ensure good communications within the academy regarding health and safety matters including distribution of health and safety documents.
- Ensure that there are processes in place to manage work related stress.
- Ensure that there is an appropriate management structure, and its effectiveness is monitored.
- Ensure that there is a designated competent person for the academy and that person is suitably trained to undertake his/her responsibilities.
- Ensure all staff are aware of the Trust **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.
- 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.
- 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.
- 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.
- **[UPDATED]** Report regularly to the Trust **Facilities Manager** in relation to any health and safety concerns and RIDDOR matters.
- 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.
- Ensure that adequate information, instruction, training, and supervision is provided for staff, pupils, and visitors to ensure their health and safety.
- Liaison with outside agencies.
- Maintaining a schedule of safety checks to be undertaken.

### Monitoring Systems

- Monitoring health and safety procedures and ensuring that the systems are in place and working effectively for reporting and rectifying hazards.
- **[UPDATED]** Co-ordinating all inspections and maintenance records for the premises, plant, and equipment.
- **[UPDATED]** Ensure EVERY Compliance system is regularly monitored and updated to ensure all site compliance is up to date.



- Maintenance work carried out on site.
- Ensuring that all statutory safety notices and signs are displayed, appropriate to the workplace.
- Monitoring the cleaning and premises workforce.

#### **Risk Assessments**

- Undertaking the necessary risk assessments and keeping a central record of the assessment such assessments to include fire, asbestos (where relevant) and legionella.
- Monitoring and reviewing the risk assessment as necessary.
- **[UPDATED]** Ensure the Site Risk assessment log is reviewed on an annual basis and additions or amendments made as appropriate.
- **[UPDATED]** A copy of the Site Risk Assessment Log should be saved into EVERY Compliance system once the Annual review has been undertaken.

#### **Gas/Heating Systems**

- Keeping a record of the inspection and maintenance of the gas/heating systems within the premises.
- **[UPDATED]** Ensure copies of all Gas inspections and reports are saved into EVERY Compliance system.

#### **Hazardous Material**

- Compiling and maintaining a school defect register and identifying known hazardous materials (e.g., flammable materials, Chemicals etc.).
- Ensuring that all contractors are aware of the location of hazardous materials within the school.
- 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.
- Arranging for termly hazard inspections to be carried out with appropriate follow-up action.

#### **First Aid**

- Ensuring that there are always adequate first aid facilities.

#### **Fire**

- Ensuring that adequate fire control appliances are available throughout the academy and that these are inspected at least annually.
- Carrying out fire alarm call point tests on a weekly basis using a rota system and maintaining records.
- Keeping a record of the school's emergency arrangements and a record of maintenance and inspection of firefighting/detection equipment.
- 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.





- Ensure all staff are trained in Fire Awareness and that there are enough trained Fire Wardens

### **Asbestos**

- Undertaking an asbestos survey in relation to the entire school site and reviewing it annually.
- Keeping a record of how asbestos is being managed across the site.
- Ensure the Site Asbestos location log is reviewed annually and updated as required. A copy should be available as required for contractors working on site.

### **Legionella**

- Maintaining details of how legionella control is being managed across the school's site.
- Arranging water quality testing reports to be carried out annually.
- **[UPDATED]** Ensure copies of all inspections and reports are saved into EVERY Compliance system.

### **Electricity**

- 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.
- **[UPDATED]** Ensure copies of all inspections and reports are saved into EVERY Compliance system.

### **Equipment**

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

### **Security**

- Ensuring that there are appropriate security arrangements in place in relation to staff, pupils, third parties, property, and assets.
- Ensuring that the security arrangements in place for the school are actioned.
- **[UPDATED]** Ensure that all site security equipment is periodically inspected as per the local servicing regime in place with copy reports/actions saved into EVERY Compliance system.

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.

### **Employees**

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 their acts or omissions at work.



- Conform with the health and safety arrangements at the academy.
- 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.
- 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 conditions apply, all pupils 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.

### **Children and young people**

It is the responsibility of all pupils to:

- Exercise personal responsibility for the safety of themselves and others, bearing in mind the age and experience of the pupil.
- Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives, or other dangerous items).
- Observe the safety rules of the academy and in particular the instructions given by staff in emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for safety.

## **5. Employer liability**

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

## **6. Risk assessment**

**[UPDATED]** Risk assessments must be undertaken to control the risks within the academy for staff, pupils, 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:

- a. All risks to the health and safety of staff, pupils, 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).
- b. 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).



- c. 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).
- d. 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).
- e. 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).
- f. Suitable and sufficient assessment must be made of the risks to staff, pupils and visitors are exposed to identify the general fire precautions needed to be taken (see regulation 9 of The Regulatory Reform (Fire Safety) Order 2005).
- g. Risk assessment of manual handling operations must be conducted where it is not possible to totally avoid potential injury because of the operation (see regulation 4 of The Manual Handling Operations Regulations 1992 and Schedule 1).
- h. Risk assessments must be carried out in relation to working at heights to identify the measures needed to ensure that the work is carried out safely (see regulation 6 of The Working at Height Regulations 2005).
- i. The risk of children being drawn into terrorism must be assessed.
- j. 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:

- a. Potential hazards must be accurately identified.
- b. The individual/ group of individuals who may be harmed by the hazard should be identified.
- c. The likelihood of the harm occurring should then be assessed.
- d. 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.
- e. 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.
- f. Staff are involved in the process.
- g. There is no expectation that unforeseeable risks are anticipated.
- h. A record should be kept of significant assessments and findings. The risk assessment should record:
  - i. a proper check of hazards has been made.
  - ii. individuals affected have been identified.
  - iii. all obvious significant hazards have been dealt with considering the number of people involved.
  - iv. the precautions are reasonable, and the remaining risk is low.
  - v. staff or their representatives are involved in the process.
- i. Risk assessments should be reviewed on a regular basis to:
- j. ascertain if there have been any significant changes.
- k. see if there are any improvements which can be made.
- l. see if any problems have been identified.



- m. see if any lessons can be learned from accidents.
- n. **[UPDATED]** Copies of all risk assessments should be saved at Site level and available for inspection and provided to 3<sup>rd</sup> parties as required.
- o. **[UPDATED]** A copy of the Site Risk assessment Log should be saved on to EVERY compliance system following the annual 'Risk assessments' review.

## 7. Monitoring and review

**[UPDATED]** This policy is reviewed on an **annual** basis by the **Trust Facilities Manager**. Monitoring is conducted through the Trust's programme of quality assurance and that undertaken by the individual Academy. Changes to this policy are communicated to relevant stakeholders.

The next scheduled review date for this policy is **September 2024**.