



The  
**St Gregory the Great**  
Catholic Academy Trust

*'Where love exists, it does great things'*

# Policy

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## Health and Safety

**Reviewed**

**and approved by:** The Finance and Resources Committee

**Approval date:** 18<sup>th</sup> November 2021

**Review due:** 17<sup>th</sup> November 2022

**Version:** 1

## Definitions

In this Health and Safety policy, unless the context otherwise requires, the following expressions shall have the following meanings:

**'Academy Council'** means local governing body.

**'Trust'** refers to The St Gregory the Great Catholic Academy Trust.

**'Senior Executive Lead'** refers to the persons responsible to the Trust Board for the operations of the Trust. This is the CFO (Chief Financial Officer) and the CSEL (Catholic Senior Executive Leader)

**'child'** and **'children'** refer to children and young people under the age of 18 years.

**'Headteacher'** means the lead person in each school.

**'The Trust Board'** mean the Board of Directors for the Trust.

**'Pupil'** refers to any pupil on roll at any of the schools in the Trust.

**'Parents'** refers to any person who holds parental responsibility for the child.

**'School'** refers to the schools within the Trust.

**'School H&S Representative'** means schools' named nominated staff H&S representative.

**'Staff'** means all employees, temporary, casual, agency and contracted staff working for the Trust, volunteers, consultants and governors.

# 1. Introduction

The Trust is committed to ensuring the Health and Safety of our staff, pupils and visitors, and to providing a safe and suitable environment for all those attending our premises.

The purpose of this policy is to:

- Provide adequate resources to support this policy;
- assess and control health and safety risks arising from work activities;
- prevent accidents and work-related ill health;
- consult with employees on matters affecting their health and safety;
- provide and maintain a safe workplace and equipment;
- share information, instruction, training and supervision in safe working methods and procedures;
- provide emergency procedures in cases of fire or any other major incident;
- seek out and act upon specialists' advice in support of this policy.

# 2. Scope

This policy applies to all schools the Trust, including; staff, pupils, parents and the Trust Central Team. This policy also applies to any visitor or contractor to any of the Trust sites.

This policy does not form part of any employee's contract of employment and we may amend it at any time. However, all employees must still comply with this policy. This Policy will be reviewed annually.

# 3. Roles and Responsibilities

## 3.1 Trust Board

The Trustees have overall responsibility for the Health and Safety and the strategic risk management of the Trust. The Trust Board Committees have delegated authority which are:

- The Finance and Resources Committee have delegated authority to review and approve the Health and Safety policy.

- The Finance and Resources Committee have delegated authority to review and approve the Trust risk register.

To enable the Trust Board to carry out its responsibility the Executive Officers of the Trust will regularly report relevant strategic information on health and safety matters to the Board and its committees, including:

- levels of compliance with this policy and Health and Safety legislation across the Trust;
- numbers of incidents, accidents, near-misses, reportable disease and work-related ill-health;
- remedial actions taken, in progress and planned to improve health and safety and mitigate health and safety risks, and lessons learned;
- staff training, in progress and planned to support a positive culture in health and safety in the workplace.

### **3.2 Academy Council**

Academy Councils will:

- monitor and review their school's compliance in line with the agreed policies and procedures established by the Trust Board and be able to feedback information to the Audit and Risk committee which may need to be reconsidered in line with the current health and safety policy;
- respond to emergency H&S issues escalated to their attention by the Headteacher, school staff or parents by contacting the Trust Central Team for support;
- nominate a Governor as a H&S representative who will liaise with the Headteacher to support the school's implementation of this policy;
- require the nominated Governor to visit the school at least once a year to assess its hazards, risks and mitigations, by actively walking through the school accompanied by the School Headteacher.

### **3.3 Senior Executive Lead**

The CFO is responsible to the Trust Board for the operational implementation of this policy across the Trust.

### 3.4 Executive/Headteacher

The Executive/Headteacher are responsible for:

- Overall responsibility for the implementation and monitoring of their school's day to day operational H&S arrangements; and to ensure that the requirements of H&S legislation are complied with;
- Ensuring the SENCO undertakes individual pupil assessments where necessary to protect themselves or others from harm.
- Maintaining an electronic record of staff having read the [Staff Handbook] to enable the link to this policy and their responsibilities.
- Ensuring a high standard of cleaning is maintained by cleaning/kitchen and catering staff, that they working with in COSHH and "safer Food, Better Business" principles. Headteachers should make it clear to staff that if there are any concerns relating to hygiene issues, it should be flagged with them, or the designated H&S persons for further investigation.
- Ensure that Pupils and Staff adopt quiet and ordered movement around the school premises, measures should be put into place to mitigate hazards. I.E clearly marked where pupils are not permitted access
- Ensure that appropriate behaviour protocols are written into the school behaviour policy for pupils who breach H&S procedure. Such as purposely accessing "Danger Sites" I.E cleaning store room.
- Ensuring that H&S issues are reported to the Academy Council as a standing agenda item;
- Ensuring a H&S school representative is appointed;
- Ensuring that a full and considered Risk Assessment (RA) will be in place for all curriculum activities, school functions, school trips and any other activity which may be undertaken which have a considered risk associated to it; seeking advice from a competent person applicable to the issue and the Trust Central Team where the elimination or reduction of an identified hazard cannot be resolved to a satisfactory level;
- Ensuring that adequate resources are in place to ensure proper training is provided to enable staff to carry out their duties competently;

- Ensuring appropriate documentation is held to provide evidence that this policy is adhered to in relation to the reporting, recording and investigation and analysis of accidents, incidents and near miss occurrences
- Ensuring that a safe evacuation and invacuation/ refuge plan is in place in line with The Trust's Business continuity plan, reviewed annually or as changes to the building occur;
- Ensuring the evacuation drills are recorded as being practised every term and that the plan is also reviewed and communicated to staff at the beginning of each academic year;
- Ensuring the invacuation/refuge annual drill is recorded as being practised and that the plan is also reviewed and communicated to staff at the beginning of each academic year;
- Compiling an emergency 'Grab and go' folder containing emergency contact details and procedures to follow should a critical incident occur.

### **3.5 Trust Central Team**

Trust Central Team are responsible for:

- Ensuring that adequate communication takes place with Headteachers and Academy Councils, to ensure that staff through appropriate induction and appraisal processes. Ensuring that staff have access to all Trust policies and information relating to H&S.
- Ensuring that this policy is reviewed annually in consultation with the Trust Finance and Resources Committee.

Recommendations for any amendments to this policy are reported to the Trust central team to be considered.

### **3.6 All staff**

All staff have responsibility for:

- Achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment;
- Avoid creating hazards by using common sense to make safety assessments of all situations. Would the reasonable person assess the situation as potentially causing an accident? For example, keep class rooms as tidy as possible, do not have wires trailing across rooms, or drinks next to electrical equipment,

- Reporting any health and safety concerns immediately to your line manager;
- Ensuring that safe working practices are adopted at all times and comply with the outcomes of Risk Assessments, whether in school, as part of extended provision or on offsite activities;
- Attending H&S training courses/events/meetings as required;
- Co-operating with managers on health and safety matters, including the investigation of any incident.
- Failure to comply with this policy and any health and safety procedures may be treated as misconduct and dealt with under our Disciplinary Procedure.

## 4. Information and consultation

The Trust Central Team, with the guidance of the Trust's Finance and Resources Committee will inform and consult with the Trust's recognised professional associations.

The Trust will inform headteachers, or the designated responsible member of staff of expectations of H&S training requirements and ensure that they receive the appropriate training to carry out their functions effectively.

The headteacher or the designated responsible member of staff, advised and assisted by the Trust Central Team, is responsible for informing and consulting employees about health and safety matters.

## 5. Training

The Trust and its schools will ensure that staff are given adequate training and supervision to perform their work competently and safely. Staff will be given a health and safety induction and provided with appropriate safety training as appropriate to their roles.

## 6. Equipment

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to the Headteacher or designated member of staff responsible for H&S matters.

No member of staff should attempt to repair equipment unless trained to do so, or is acting under the responsibility of their job role i.e Site Manager.

A nominated competent person will be responsible for ensuring equipment safety and maintenance.

## **7. Accidents and first aid**

Each school recognises that under the first aid at Work Regulations 1981, the Headteacher will ensure that there are adequate and appropriate equipment and facilities for the provision of first Aid in the work place. First aid staff will be made aware of any staff or pupil with any medical conditions or allergies.

It is the headteachers and the Academy Council's responsibility to create and approve a first Aid policy for their school. The First Aid policy must include scope to ensure the Trust receives information necessary relating to the accidents as listed in 3.1 of this policy,

Details of first aid facilities and the names of trained first aiders are to be displayed on notice boards in all schools and the Trust Office.

All accidents and injuries at work, however minor, should be recorded, the Trust has the right to request a report on accidents periodically.

First aid staff are to be informed of any staff or pupil medical conditions (e.g. diabetes) or allergies.

The Headteacher, or designated person, is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the Trust Board if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Headteacher (or nominated staff) will report to the CFO any RIDDOR/ Near Misses as necessary within the scope of this policy.

## **8. National health alerts**

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with local and national official guidance, to reduce the risk of infection at work as far as possible. Any questions about the actions to take in response to an epidemic or pandemic should be referred to your line manager.

It is important for the health and safety of all our pupils, parents and staff that you comply with instructions issued in these circumstances.

## **9. Supporting pupils with medical conditions at school**

Please see separate policy.

## 10. Fire safety

All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

If you hear a fire alarm, all staff must ensure they, and any pupils in their care, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings and do not use lifts.

Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.

If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

You should notify your manager if there is anything (for example, impaired mobility that might impede your evacuation in the event of a fire).

The Headteacher is responsible for ensuring fire risk assessments and evacuation plans are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

## 11. Risk assessments and measures to control risk

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to the health and safety of staff, pupils, parents, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.

The use of hazardous substances at work will be avoided wherever possible, and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.

Health surveillance is required for employees for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.

The Headteacher is responsible for workplace risk assessments and any measures to control risks.

## 12. Computers and display screen equipment

If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

- You should try to organise your activity so that you take frequent short breaks from looking at the screen.
- You are entitled to a workstation assessment
- You are entitled to an eyesight test by an optician at our expense.

You will be advised how to carry out a works station self-assessment. If you have any special needs relating to your work station assessment you should contact your line manager to request a specialist workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances.

Further information on the use of DSE can also be obtained from the Health and Safety Executive at <https://www.hse.gov.uk/pubns/indg36.pdf>

## 13. Premises Safety

### 13.1 Asbestos Risk Management

In order to minimise the risk of exposure, routine monitoring is undertaken by the nominated H&S school representative. Recent Asbestos reports are to be available in the school office and must be read by all contractors visiting to carry out any intrusive works. Where suspect asbestos has been identified then the school Head should ensure a member of staff is appointed to attend asbestos training.

Only qualified and competent contractors are to undertake asbestos survey reports on behalf of the Trust, and such surveys must be authorised by the Trust Head of Estates. All schools must maintain an Asbestos Register on site, which is readily available to all who need to consult it, and contractors must sign it before commencing work.

## **13.2 Electricity**

All fixed wiring installations are inspected by a competent contractor every five years and portable appliances are tested annually. Staff are required to visually check items before use, report defects immediately to the nominated H&S school representative and not use equipment they consider to be unsafe.

## **13.3 Gas appliances**

Central heating boilers, gas water heaters, cookers/hobs are checked, serviced and maintained by a competent (Gas Safe registered) contractor on an annual basis. This is arranged by the nominated H&S school representative. Staff who think they can smell gas should alert the nominated H&S school representative or the Headteacher.

## **13.4 Site Security**

Our schools recognise the importance of having suitable arrangements in place to manage general site security, and of ensuring all safeguarding procedures, such as signing in, are met.

## **13.5 Water Management – Legionella**

The Headteacher must ensure that external legionella checks are carried out and that a Service Level Agreement is in place. All thermostatic mixing valves (TMV's) are to be checked and maintained to ensure that they shut off rapidly in the event of a hot or cold water failure to prevent scalding or thermal shock.

# **14. Occupational Health**

## **14.1 Lone Working/Working at Height/Manual Handling**

These activities will be discouraged wherever practical to do so. However, where staff must routinely undertake such tasks a suitable risk assessment, with appropriate procedures and training, will be provided as necessary.

## **14.2 New & Expectant Mothers**

Staff are advised to notify their Headteacher in writing of pregnancy to ensure a suitable risk assessment can be undertaken and that their tasks will not cause any detrimental health effects.

### **14.3 Workers under the age of 18**

A specific Risk Assessment will be undertaken by the Headteacher or nominated 'competent person' for workers who are under 18 we employ as a young apprentice, which considers:

- The extent of training provided, inexperience/immaturity and lack of risk awareness
- The fitting and layout of the workplace, and the range and use of work equipment
- The nature, degree and exposure to processes and or physical/biological/chemical agents and or work/environments beyond their capabilities

### **15. Monitoring and Review**

This policy will be reviewed annually, or as relevant changes to legislation occur.

This Policy should also be read in conjunction with the following list of Trust Policies:

- Behaviour
- Capability Policy
- CCTV Policy (if applicable)
- Complaints Policy & Procedure
- Disciplinary
- Safeguarding Keeping Children safe in Education
- Whistleblowing



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**All policies are written in line with our Trust Mission Statement:**

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

**St Gregory the Great Catholic Academy Trust** is a charity and a company limited by guarantee.

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Company number 10785982

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