



## Health and Safety Policy

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<b>Version</b>	<b>1</b>
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<b>Responsible Officer</b>	<b>Chief Operating Officer</b>

## **1 Introduction**

1.1 The Board of Directors at Romero Catholic Academy Trust holds the overall responsibility for Health, Safety and Welfare. The Trust recognises that decisions about Health and Safety should take into account all stakeholders and that there is commitment to engage with its stakeholders to improve Health and Safety standards.

1.2 The Trust will support its schools by ensuring clear defined policies, processes and procedures are in place. They will be consistently applied across the Trust and they will focus on the key risks and the measures to be implemented to control or reduce those risks.

1.3 Health and Safety performance will be effectively monitored by the Trust's Corporate Health & Safety Group. This group will operate under the terms of the Safety Representatives and Safety Committee Regulations 1977. Feedback raised will be presented at each Trust Finance and Resources Committee.

1.4 Although overall accountability for Health and Safety lies with the Trust, individual school based responsibility for Health and Safety will be delegated to each respective Head Teacher, who will also delegate actions to other staff members within school.

1.5 Local governing bodies will play a key role working in collaboration with schools and the Trust to support exceptional Health and Safety practice and management. 1.6 The Health and Safety policy will be embraced by all stakeholders within the Trust.

## **2 Statement of Intent**

2.1 Romero Catholic Academy Trust will fully meet its responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and any other Health and Safety legislation. The Trust will so far as reasonably practicable, provide and maintain a safe and healthy working environment for all of its employees, pupils and visitors. The Trust will also accept the responsibility for the Health and Safety for those who enter or use trust premises.

2.2 The Trust will assess the risks to the Health and Safety of its staff, pupils and visitors that will be affected by the Trust's overall actions.

2.3 The Trust will take the necessary steps to ensure compliance is met with all Health and Safety legislation.

2.4 There is an expectation that all staff, pupils and visitors will co-operate in complying with Health and Safety legislation and take care of both themselves and others within the workplace. All staff, pupils and visitors will also be expected to follow instructions to ensure high standards of Health and Safety are maintained across the Trust at all times.

2.5 The Trust is fully committed in providing the relevant information, instruction, supervision and training to all of its staff, pupils and visitors when necessary to do so.

2.6 Resources will be in place to fully implement this policy to all who it concerns, this including access arrangements for all Health and Safety competent persons.

2.7 The Trust will communicate its management of Health and Safety arrangements to all of its employees and will provide updates where changes occur. Effective consultation will take place with all employees on all Health and Safety matters and the Trust will make individuals aware of their responsibilities before they are delegated to them.

2.8 An annual review of this Health and Safety policy will take place to ensure all aims and objectives are being fully met. The policy will also be evaluated to ensure it fully captures industry wide Health and Safety updates, change in circumstances or incidents that have occurred across the Trust.

3 Definition 3.1 The term “Trust” refers to the Romero Catholic Academy Trust.

4 Aims 4.1 The Trust aims to ensure that so far as is reasonably practicable:

4.1a Work towards the prevention of occupational injury or ill health to all involved in or affected by the Trust’s activities.

4.1b Ensure that those using the Trust’s premises are not subjected to unacceptable risk as a result of activities of those working for the Trust.

4.1c Actively manage Health and Safety, and to encourage constant awareness amongst all employees with regards to Health and Safety.

4.1d Ensure that contractors and agents on the Trust’s premises are aware of and work towards the standards set out in policies.

4.1e Maintain an annual formal review of achievement of those objectives and to implement improvements where necessary to enable them to be met.

4.1f Co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions.

4.1g Develop and maintain a proactive Health and Safety culture and set standards for continuous improvement in matters of Health and Safety.

## **5 Responsibilities**

5.1 Trust Managers will:

5.1a Demonstrate commitment by taking a proactive approach in Health and Safety matters, ensuring that Health and Safety is a standing agenda item at trust meetings.

5.1b Ensure responsible persons within schools carry out their Health and Safety duties and responsibilities.

5.1c Ensure that all hazards within their area of responsibility are identified.

5.1d Ensure that risk assessments are carried out and appropriate control measures implemented in their area of responsibility.

5.1e Ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.

5.1f Ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.

5.1g Allocate resources to enable the requirements of this policy to be fulfilled.

5.1h Ensure the effective use of resources are available to achieve Health and Safety objectives. To bring to the attention of the Trust any inadequacy in the allocated resources.

- 5.1i Ensure that procedures are in place for all employees to receive necessary Health and Safety training, and in particular to ensure that detailed Health and Safety information, instruction and training is given to all new employees.
- 5.1j Ensure that Health and Safety training needs are identified for all employees within their area of responsibility.
- 5.1k Ensure that employees attend safety training identified as being necessary, including induction training.
- 5.l Ensure that competent persons are nominated to implement and meet the requirements of any relevant Health and Safety legislation.
- 5.1m Ensure that adequate monitoring of Health and Safety standards is undertaken.
- 5.1n Ensure that incidents e.g. accidents, near misses, violence and aggression are recorded by the Trust's reporting procedures, investigated and take actions to avoid recurrence.
- 5.1o Take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.
- 5.1p Oversee the implementation of the Trust's Health and Safety Policies.
- 5.1q Actively support the Schools with their allocated responsibilities.
- 5.1r Support at all times, the objectives of the Trust's Health and Safety policies.
- 5.1s Ensure that all employees in the Trust are aware of and undertake their duties and responsibilities with regard to Health and Safety.
- 5.1t Monitor and review the effectiveness of this policy.
- 5.1u Be aware of statutory Health and Safety requirements sufficient to discharge these duties.
- 5.1v Discuss any actions required with regard to Health and Safety concerns raised by any person within the premises.
- 5.1w Support at all times the intent of this policy to secure the Health and Safety of employees and others.
- 5.2 Trust Head Teachers will:
- 5.2a Be familiar with the content of the Trust Health and Safety Policies, the Health and Safety at Work Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- 5.2b Ensure that all hazards within their area of responsibility are identified.
- 5.2c Carry out risk assessments to the health and safety of employees and other persons who may be affected by the work activities. Ensure that risk assessments are correctly recorded and that control measures are implemented.
- 5.2d Involve relevant employees in the risk assessment process. Ensure that the necessary control measures identified during the risk assessment process are implemented.
- 5.2e Monitor and review all risk assessments according to the level of risk identified.

- 5.2f Ensure that all works undertaken within their area of control take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
- 5.2g Ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to themselves or others.
- 5.2h Provide local Health and Safety information, instruction and training to supplement any other Health and Safety induction received by new employees.
- 5.2i Ensure that all employees receive briefings at staff meetings in respect of identified risks and control measures.
- 5.2j Ensure that all employees follow the policies and procedures set out in this document.
- 5.2k Operate reporting procedures for hazards, risks and incidents.
- 5.2l Ensure that equipment is properly used and that a system of reporting defects is maintained.
- 5.2m Stop any work where they consider there is imminent risk.
- 5.2n Ensure that adequate monitoring of Health and Safety standards is undertaken.
- 5.2o Ensure that all incidents (accidents, near misses, violence and aggression) are reported, investigated properly and actions taken to avoid recurrence.
- 5.2p Inspect and monitor the operations and activities under their control, in accordance with this Policy, and take necessary remedial action.
- 5.2q Take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.
- 5.2r Seek appropriate advice on Health and Safety matters.
- 5.2s Demonstrate commitment by taking a proactive approach in Health and Safety matters.
- 5.3 Trust Business Managers will:
- 5.3a Be familiar with the content of the Trust's Health and Safety policies, the Health and Safety at Work Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- 5.3b Ensure that risk assessments are completed for the work activities under their control.
- 5.3c Monitor and review all risk assessments according to the level of risk identified.
- 5.3d Involve employees in the risk assessment, monitoring and review process, ensuring that control measures are implemented.
- 5.3e Ensure that safe working practices are followed, and if necessary written instruction is given to employees.
- 5.3f Acquire and maintain their own level of competence to fulfil specific responsibilities in their area of control.
- 5.3g Ensure that all employees follow the policies and procedures set out in this document.

- 5.3h Operate reporting procedures for hazards, risks and incidents.
- 5.3i Ensure that equipment is properly used and that a system of reporting defects is maintained.
- 5.3k Stop any work where they consider there is imminent risk.
- 5.3l Investigate and take action on complaints and reports that employees, and stoppages of work.
- 5.3m Demonstrate commitment by taking a lead in Health and Safety matters.
- 5.4 Externally Appointed Health and Safety Officers will:
- 5.4a Co-ordinate and monitor this Policy and inform the Trust of any failure in its implementation.
- 5.4b Conduct internal audit exercises to monitor policy implementation.
- 5.4c Advise on planning for Health and Safety including the setting of realistic short and long term measures.
- 5.4d Inspect sites, premises, places of work, systems of work and report on the findings.
- 5.4e Investigate as necessary or assist in the investigation of accidents, incidents or work related illness.
- 5.5 All Trust employees will:
- 5.5a Be familiar with the Trust's Health and Safety Policies and any other policies affecting their area of work.
- 5.5b Assist as required with the carrying out of risk assessments.
- 5.5c Report immediately to the Trust any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- 5.5d Attend training as directed and all briefings in respect of matters of Health and Safety, and act upon the information, instruction and training given.
- 5.5e Report to the Trust if for any reason instructions on Health and Safety cannot be implemented.
- 5.5f Cease work where there is imminent danger of harm, and to report immediately to their manager.
- 5.5g Use all plant, equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- 5.5h Report to the Trust defects in accordance with established systems. To report anything where maintenance or repair is necessary.
- 5.5i Report to the Trust, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- 5.5j Co-operate with health surveillance where a formal system has been identified as necessary.
- 5.5k Ensure that all employees follow the policies and procedures set out in this document.
- 5.5l Not to interfere with or misuse anything provided for health, safety or welfare. 5.5m Seek and offer advice as appropriate to improve Health and Safety performance.

- 5.5n Behave in a manner at all times so as not to put themselves or others at risk.
- 5.5o Assist in the identification of Health and Safety training needs and the delivery of training.
- 5.5p Provide an information service on health, safety and welfare matters across the Trust.
- 5.5q Receive and report incidents to the Health and Safety Executive in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- 5.5r Report instances where enforcement notices are issued by the Health and Safety Executive or Fire Authority
- 5.5s Report any serious incident, including 'near misses', which could have resulted in serious injury.
- 5.5t Take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instruction to cease activities.
- 5.5u Advise on formulating and developing Health and Safety Policies, not just for existing activities but also with respect to new acquisitions or processes.
- 5.5v Advise the premises on promoting a positive Health and Safety culture and securing the effective implementation of the Health and Safety Policy.
- 5.5w Attend relevant Corporate Health and Safety and Risk Management Groups as required.
- 5.5x Review performance and audit the whole Health and Safety management system.

## **6 Policy Review**

6.1 This Health and Safety Policy will be reviewed in accordance with normal consultative procedures.

## **7 Competent Person**

7.1 Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of Health and Safety legislation. Appropriate training will be given to enable them to fulfil this role.

7.2 Other persons who are competent to assist are:

7.2a Health and Safety Officer from the Trust or SLA provider

7.2b Any other employee who has received appropriate training in a specific or relevant area.

## **8 Risk Assessments**

8.1 Risk Assessments will be carried out by nominated competent persons and will include:

8.1a The risks to the health and safety of employees to which they are exposed whilst at work.

8.1b The risks to the health and safety of other persons arising out of or in connection with work activities.

8.2 The findings of the Risk Assessment will identify:

- The hazards,

- The risks
- The group(s) of people especially at risk
- The existing control measures already in place
- The effectiveness of those measures
- A measure of the remaining risk
- The control measures needed to comply with the requirements or prohibitions of Health and Safety legislation.
- Appropriate forms are available and should be used to record risk assessments.

8.3 For new operations, substances, plant and equipment, it is particularly important that Risk Assessments are completed before commencement or introduction. Safety must be considered at the planning stage.

8.4 Risk Assessments must be reviewed at least every 12 months. In addition, Risk Assessments must be reviewed whenever there is a reason to suspect that they are no longer valid or there have been significant changes to related matters.

## **9 Training**

9.1 The Trust will support arrangements that all employees are provided with adequate Health and Safety training.

9.2 Employees are required to attend Health and Safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed. 9.3 The identification of training needs will be as a result of:

- Risk Assessments
- Monitoring Activities
- The occurrence of accidents and incidents
- New or updated Health and Safety legislation
- Updated information and technology
- New procedures or changes to existing procedures.
- Where appropriate, the use of new technologies to support training will be used.

## **10 Health and Safety Audits**

10.1 [organisation TBC] will carry out audits on an annual basis and they will produce a report detailing the findings found during the audit to the Trust. Any deficiencies found which require completing as a matter of urgency, an action plan will be required from the premises within the given timescales, to ensure that the found deficiencies are acted on and completed in a timely manner.

10.2 All employees are required to co-operate with the Health and Safety audit process.

## **11 Accidents**



11.1 An accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment.

11.1 A Near Miss is an event not causing harm, but has the potential to cause injury or ill health.

11.2 All employees are required to report all accidents in line with the Trust's Accident and Near Miss Reporting Procedures (Appendix 1)

11.3 All employees will have permitted access to record all accidents and Near Miss incidents onto the Trust's centralised reporting system. Once reported the employee will have the scope to retain a copy of the records within their premises.

11.4 The Trust will monitor the number and types of accident recorded and set action plans with schools to reduce the risk of a reoccurrence.

11.5 For every accident, an assessment should be undertaken to determine the level of further investigation required. The appropriate section of the accident report will be completed to indicate remedial actions taken.

## **12 First Aid**

12.1 The Trust will appoint designated First Aiders as indicated by Risk Assessment.

12.2 Where there is no designated First Aider, the first aid kit must be the responsibility of a nominated person.

12.3 A First Aider must ensure that a record of all treatment given is kept with the first aid kit and ensure that an incident report is completed.

## **13 Personal Protective Equipment**

13.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.

13.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.

13.3 Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.