

Date ratified at Full  
Directors' Meeting  
20 March 2018

Review  
Resources Committee

St John the Baptist



Catholic Multi Academy Trust

## THE MAT MISSION STATEMENT

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

*'To think, to feel, to do' Pope Francis*

**St John the Baptist Catholic MAT**  
**Company No: 7913261**  
**Registered Office: Surrey Street, Norwich NR1 3PB**

## HEALTH and SAFETY POLICY



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# St John the Baptist CMAT

## Health and Safety Policy

### GENERAL POLICY AND STATEMENT OF INTENT

#### **1 INTRODUCTION**

- 1.1 This policy is provided in accordance with section 2(3) of the Health and Safety at Work etc. Act 1974 and is issued for the information of all employees.
- 1.2 The Directors of St John the Baptist CMAT recognise and accept their responsibility to provide a safe and healthy working environment for all its employees, students, and other people who use its premises.
- 1.3 The policy is designed to clarify the aims, objectives and commitment to Health and Safety in the school. Detailed organisational responsibilities and arrangements are contained in the attached policy.
- 1.4 As an academy we recognise both the Norfolk County Council Health and Safety policy and the Suffolk County Council Health and Safety policy as support and advice documentation to our own Health and Safety Policy arrangements and buy into the Norfolk County Council Health and Safety monitoring service.
- 1.5 The policy will be reviewed as and when appropriate to reflect the continuing commitment to promoting high standards of Health and Safety. Such reviews will be undertaken in consultation with employee representatives.

#### **2 GENERAL POLICY STATEMENT**

- 2.1 The Directors of St John the Baptist CMAT recognise and accept responsibility for providing a safe and healthy working environment for all employees and for ensuring the Health and Safety of others, such as students, who may be affected. In order to achieve this, reasonable steps will be taken to provide:
  - 2.1.1 Plant, equipment and systems of work which are safe and without risks to health.
  - 2.1.2 Safe arrangements for the use, handling, storage and transport of articles and substances.

- 2.1.3 Sufficient information, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of themselves and others whilst at work.
- 2.1.4 A safe and healthy place to work with safe access and egress.
- 2.1.5 Welfare facilities to include First Aid training, First Aid boxes, a medical room, and other facilities as deemed necessary by the Directors or Local Governing Body.

Furthermore, the Directors recognise their duties and responsibilities not only to its employees but for the Health and Safety of other people arising out of, or in connection with the activities of persons at work.

- 2.2 The Directors place great emphasis on effective management ensuring a systematic approach to the identification of risks and the allocation of financial and physical resources to control them. Health and Safety is given the highest priority within each school, each LGB is required to share and promote a culture of safety and a healthy working environment.
- 2.3 The provision of information, training and instruction to all personnel will form an integral part of creating a positive Health and Safety culture throughout each school. Staff participation at all levels will be actively encouraged.
- 2.4 The MAT recognises that Health and Safety contributes to better school performance by reducing accidents, and ill health. It also recognises that overall responsibility for Health and Safety lies with the Directors, but is enacted and monitored closely by the LGBs.
- 2.5 The Directors of St John the Baptist CMAT will ensure that the provision of all relevant safety legislation, regulations and codes of practice are observed and the legal requirements met.
- 2.6 Each school promotes a positive Health and Safety culture. Within each there will be Health and Safety Committee or similar consultative arrangement put in place by the Headteacher which will provide a forum for consultation between management and employees.
- 2.7 Risk assessments will be carried out on an ongoing basis with employees participating in the risk assessment process. Assessments will cover all the school's undertakings and will assist in the identification of hazards and the setting of prioritised objectives for elimination and risk reduction.
- 2.8 Procedures will be established to measure performance against predetermined standards and will show where action is needed to improve safety performance. Monitoring of performance will then aim to ensure

compliance. Managers will be responsible for the undertaking of workplace inspections and the investigation of accidents.

- 2.9 All employees have a duty to act responsibly and take care of their own Health and Safety and that of others, particularly students, who may be affected by their acts or omissions. Employees are required to co-operate in all activities organised to promote a positive Health and Safety culture; by reporting accidents, incidents, hazards or defects in plant or equipment.
- 2.10 Employee representatives will be encouraged to be actively involved in risk assessment, active and reactive monitoring in the workplace and encouraging staff to work safely.
- 2.11 Under the oversight of the Directors the Local Governing Body will be responsible for planning and reviewing Health and Safety management systems and for the implementation of agreed policy in each school.
- 2.12 Health and Safety advice and assistance is available from Norfolk County Council and from the Diocesan Assistant Director (Buildings and Capital). The MAT is committed to:
- a. Preventing accidents and work related ill health.
  - b. Compliance with statutory requirements as a minimum.
  - c. Assessing and controlling risks from curriculum and non-curriculum work activities.
  - d. Providing a safe and healthy working and learning environment.
  - e. Ensuring safe working methods and providing safe working equipment.
  - f. Providing effective information, instruction and training.
  - g. Consulting with employees and their representatives on health and safety matters.
  - h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
  - i. Setting targets and objectives to develop a culture of continuous improvement.
  - j. Ensuring adequate welfare facilities exist throughout each school.
  - k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

2.13 The MAT 'buy in' the Health and Safety procedures, codes of practice and guidance from Norfolk County Council. These procedures and codes of practice are automatically adopted and ratified at the same time as the Health and Safety Policy is ratified. These procedures, codes of practice, supporting policies and guidance are made available to all staff in each school via their intranets or internal ICT systems and as such form the detail of this Health and Safety Policy for all staff to follow.

2.14 The Health and Safety performance of the school will be included in reports to the Local Governing Body, and passed to the Directors.

### **3 STATEMENT OF INTENT**

- 3.1 The Directors of St John the Baptist CMAT take overall responsibility for Health and Safety including the formulation, development and implementation of Health and Safety policy within each school and expects the co-operation and support of all employees in its implementation.

## **PART TWO**

### **ORGANISATION**

### **4 INTRODUCTION**

In order to achieve compliance with the Directors' Statement of Intent each school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix One.

### **5 THE DIRECTORS AND THE LOCAL GOVERNING BODIES**

The Directors will oversee the following responsibilities and require Local Governing Bodies to ensure:

- a) A clear written policy statement is created by Directors which promotes the correct attitude towards safety in staff and students.
- b) Responsibilities for health, safety and welfare are allocated to the LGBs and through them to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually and reported to LGBs and to Directors.

### **6 THE HEADTEACHER**

The Headteacher has the following responsibilities:

- a) Be fully committed to the Directors' Statement of Intent for Health and Safety.
- b) Create a clear written local Policy for Health and Safety, where there are additions needed to this overarching policy.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Local Governing Body annually on the health and safety performance of the school, with this report also being passed to Directors.

## **7 SCHOOL HEALTH AND SAFETY CO-ORDINATOR (who may also be the Headteacher in small schools)**

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Local Governing Body.

## **8 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy and Assistant Headteachers, Key Stage Leaders, Curriculum Co-ordinators, Heads of Year, Heads of Subject or Departments, Clerical Managers/Supervisors, Technicians and Caretakers. They will have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents which occur within their sphere of responsibility.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## **9 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to students as often as necessary.
- d) Follow safe working procedures personally.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher, line manager or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.



- i) Report all accidents, defects and dangerous occurrences to their Headteacher, line manager or Head of Department.

## **10 SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

- a) The Directors, Local Governing Bodies and Headteachers recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.
- b) They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteachers, Directors or Local Governing Body.

## **11 OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the HSE, DFE, EFA, LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.

- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

## **12 STUDENTS**

Students, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## Appendix 1 – Organisational Chart for H&S

## St John the Baptist Catholic MAT – Health and Safety Organisational Chart

