



Christ the King Catholic Primary School



Policy

Issue

08

Health & Safety

Date

01/10/19

Introduction and Scope

In September 2019 Christ the King Catholic Primary School became part of the Holy Cross Catholic Multi Academy Company (MAC). As such it is no longer subject to the requirements of the local authority, but instead to the school's new employer, the MAC. Between September 2019 and April 2020 however the school will continue to operate with its own Health & Safety Policy, Local Arrangements and Risk Assessments under the stewardship of the Head Teacher the 'responsible person', Board of Governors, and with suitable professional advice and support from both within the MAC and externally. From April 2020 the school's health and safety guidance and policies will be provided through the MAC and its Board of Directors. This version of the Policy is an interim document to serve until April 2020.

This Policy:

- Describes the requirements and arrangements for the Health and Safety Management of Christ the King Catholic Primary School
- Defines the duties of the Governors, Head Teacher, and all other employees
- Aims to help all employees and governors understand their responsibilities and duties, and the benefits of adopting a proactive approach to health and safety
- Demonstrates that the senior management of Christ the King Catholic Primary School is committed to the health and safety of all employees, and all others affected by our work.

This Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of Christ the King Catholic Primary School. We will establish and adopt procedures to ensure that health and safety objectives and priorities are set, monitored and delivered to the highest standard, and that a pro-active health and safety culture is maintained throughout.

There are four parts to the Policy:

1. Policy Statement

Declaration of intent by the Chair of Governors/Head Teacher on behalf of Christ the King Catholic Primary School.

2. Organisation

The management structure and the defining roles and responsibilities within Christ the King Catholic Primary School.

3. Arrangements

The procedures and systems necessary for implementing the Policy. Detailed arrangements for local management of specific hazards are held separately.

4. Monitoring

The systems for measuring the effectiveness of the arrangements for reviewing health and safety performance.

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1. Policy Statement

Policy Aim

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

Policy Objectives

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of sensible risk management which enables innovation and learning

Policy Statement

Christ the King Catholic Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Christ the King Catholic Primary School will adopt health and safety arrangements in line with Coventry City Council's Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and to Coventry City Council policies and procedures.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Christ the King Catholic Primary School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by;

- *accessing the services of a competent Health and Safety Advisor.*
- *having a service level agreement with the City Council's Health and Safety Services Team, or another competent health & safety provider*

The school will:

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- seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- will promote health and safety training to ensure competence and awareness
- develop and communicate information on sensible risk management and safe working practices.
- require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Christ the King Catholic Primary School will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. This will involve:-

- assessment of hazards and associated risks
- the identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- the provision of information, instruction, training and protective equipment to staff (and pupils where required)
- the review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Christ the King Catholic Primary School that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that this policy is implemented. Copies of the policy will be issued to all staff, governors with the master copy held by the headteacher on behalf of the Head Teacher and Governing Body.

This Policy was approved by the Head Teacher and the Governing Body of Christ the King Catholic Primary School in November 2019. It will be superseded by a MAC Health & Safety Policy from April 2020

Signed

Head Teacher

Date:

Chair of Governors

Date:

2. Organisation

Roles and Responsibilities:

General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Christ the King Catholic Primary School is a member of a multi academy company whereby the board of directors and governing body have direct responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self-employed. The senior leadership team and governors as the management body will ensure that school staff and premises comply with both statutory and local health and safety policies and practices.

Governors

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

Christ the King Catholic Primary School governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will;

- produce a local health and safety policy and devise appropriate procedures for managing health and safety related issues**
- implement the policies of Coventry City Council and any agreed local policies or procedures where appropriate**
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation**
- receive and action regular and routine health and safety reports from the Head Teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems**
- ensure when awarding contracts that health and safety is included in specifications and contract conditions taking account Coventry City Council policy and procedures**
- ensure that the school has access to competent health and safety advice**

Head Teacher

The Head Teacher will comply with the school's health and safety policy and in particular will:

- visibly support the Holy Cross Catholic MAC health and safety arrangements, work with trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties

- ensure health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery
- support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place and meet the legislative and best practice requirements
- ensure that the school has access to competent health and safety advice

The Board of the Holy Cross Catholic MAC and School Governing Body place responsibility on the Head Teacher to achieve the objectives of the health and safety policy. The Head Teacher will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Heads and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Senior Leadership Team

The leadership team at Christ the King Catholic Primary School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher, the Assistant Headteachers, the Business Manager Early Years led and any other member of staff with supervisory responsibilities to:-

- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

Employees

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:-

- take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- cooperate with teaching and support staff and follow all health and safety instructions given
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of school staff any health and safety concerns that they may have

Lettings

The school has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid. Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the school on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- adequate arrangements for emergency evacuation are in place and communicated.

3. Implementation

The following arrangements will be adopted to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting health and safety objectives

The Governors and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body (this may be included as part of the Head Teachers report to governors). Where necessary health and safety improvements will be identified and included within the school action plan.

Provision of effective health and safety training

The Head Teacher and Governors will consider health and safety training on an annual basis in line with the school's health and training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

The school health and safety committee will meet at least once per term. This committee will report to the Head Teacher and Governors, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) member of the senior leadership

team, a member of teaching staff, a member of support staff, the site services officer, a governor and trade union representatives (and where applicable shared site users)

Specialist advice and support

Specialist advice and support will be obtained from a competent health & safety provider as required. Where necessary, health and safety issues will be escalated to the Holy Cross Catholic MAC or Board of Directors

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:-

- Senior leadership team meetings and staff meetings;
- the site health and safety committee (or forum where health and safety matters are discussed);
- provision of information relating to safe systems of work and risk assessments; □ training provided
- communication of health and safety bulletins or information from Health and Safety Services
- communications with relevant specialist advisors and Education and Learning committees and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

The Governors along with the Head Teacher will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Other arrangements

Specific site arrangements, 'Local Arrangements', can be found, or may be referenced, in the appendices to this document.

Children

Children will be made aware of all health and safety issues on a regular basis.

Children will be made aware of fire drill and other safety procedures.

Parents

Parents will be notified of any accidents or hazards.

Parents will be reminded regularly about health and safety issues.

Parents will be requested to update information about their child on a regular basis.

Visitors

Visitors will be made aware of Emergency Procedures.

4. Monitoring

The contents of this Health and Safety Policy and its effectiveness in terms of health and safety performance will be reviewed regularly throughout the school. Monitoring will take place at Governor level through the Health and Safety Committee Reports.

Christ the King Catholic Primary School believes in constantly improving health and safety standards and performance. Priorities are based on risk assessments and evaluation of the strengths and weaknesses of health and safety performance within the school. It takes

into account both short and long term planning. Short term planning will concentrate on tackling the main risks identified within the school. Long term planning will concentrate on maintaining and improving standards.

Health and Safety will be subject to constant review to ensure that changing priorities, new legislation, development of corporate policy, advice from specialist support officers and the Health and Safety Executive, and circumstances are taken into account, and that the proposed actions are effective. To ensure that this review takes place Health and Safety will be a standing item on the agenda of all meetings of the full governing body. There will also be monitoring by specialist support officers, which will be both proactive and reactive, incorporating;

- Comprehensive audits and site inspections by the Local Authority Health and Safety Team;
- Statistical analysis of accident, assault, ill health and near miss incident reports;
- Appraisal and analysis of site committee minutes by the Local Authority;
- Accident investigations by the Local Authority or another competent person.
- Examinations of issues discussed in forums such as health and safety committees, management teams and working groups. The monitoring will establish whether;
- Health and safety responsibilities are being properly identified and discharged correctly;
- Managers are accepting and dealing effectively with their devolved health and safety obligations;
- City Council safety codes of practice, procedures and policies are being applied and adhered to;
- Employees are aware of, and complying with, health and safety rules, and are health and safety conscious;
- Accidents are reducing and trends are showing improvement; □ Employees are receiving appropriate health and safety training; □ Statutory requirements are being met.

Review

This policy and associated local arrangements will be reviewed every two years, or following a serious or catastrophic incident

Review history

Issue 01	Policy approved by Governors	21/05/12
Issue 02	Under Heading Policies wording adding re other policies	12/11/12
Issue 03	Reviewed – no change	30/11/13
Issue 04	Reviewed	20/11/14
Issue 05	Reviewed	20/11/15
Issue 06	Reviewed	24/11/16
Issue 07	Reviewed and revised	April 2018
Issue 08	Revised to include interim MAC arrangements	Oct 2019