



*Achieving together in faith*

## **Health and Safety Policy**

**2020 - 2023**

Responsible for policy	Martyn Alcott
Date of policy	October 2020
Date approved by HCC MAC Board	14 October 2020
Date of policy review	October 2023

## **1 Introduction**

The Holy Cross Catholic Multi Academy Company's (HCC MAC) Health and Safety Policy Document, October 2020 details the statement, organisation, structures and monitoring systems which must be in place in all HCC MAC establishments. The Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of the MAC in order to ensure compliance with the Health and Safety at Work Act 1974.

In addition, Ofsted requirements mean specific policy statements must be held by schools and other establishments.

This policy relates to Holy Cross Catholic Multi Academy Company and will ensure compliance with Health and Safety Legislation, approved codes of practice and guidance and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

## **2 Health and Safety Policy Statement**

Good health and safety management will be an integral part of the operation for Holy Cross Catholic Multi School Company (MAC), the Board of Directors, Catholic Senior Executive Leader, Chief Finance and Operating Officer, Headteachers, employees, partners and all other people with whom we do business.

This School will ensure compliance with minimum legal standards/approved codes of practice. Wherever possible and where statutory standards and requirements are not in place Holy Cross Catholic MAC will meet best practice standards.

It is furthermore the policy of Holy Cross Catholic MAC to ensure that:

- all plant, equipment and premises meets appropriate safety standards;
- appropriate health and safety training is in place for all staff;
- a high concern for health and safety among all employees is encouraged through a consultative process by establishing a site safety Working Group, involving trade unions or employee safety representatives, as appropriate;
- information and advice is provided to maintain safe working practices.

Holy Cross Catholic MAC will expect employees to:

- show a proper, personal concern for their own, pupil, and other's safety;
- show proper concern for the safety of equipment;
- exercise due care and attention;
- follow procedures outline in Appendix 1;

- observe authorised methods and codes of practice, including those inherent in professional or trade training.
- ensure an understanding of the roles and responsibilities laid out in Appendix 2.

Signed: Marina Kelly

Date:

Catholic Senior Executive Leader

Signed: John Teahan

Date:

Chair of Board of Directors

### **3 Organisation**

#### **3.1 Roles and Responsibilities (See Appendix 2)**

Holy Cross Catholic MAC will adopt health and safety arrangements in line with statutory requirements.

#### **3.2 General**

The Health and Safety at Work etc. Act 1974 and subsequent health and safety 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.**

#### **3.3 Board of Directors / Governors**

The Education Reform Act 1996 has given school governors (in the case of a Multi Academy Company, Directors) 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.

##### **This establishment is a Multi Academy Company**

In a Multi Academy Company, the board of directors employ the teachers and non-teaching staff and are responsible for school buildings. Therefore, they have duties and responsibilities as the employer as stated in the Health and Safety at Work etc. Act 1974 and as previously stated in this policy.

The board of directors of Holy Cross Catholic MAC is responsible for the following:

- a) the production of a MAC Health and Safety Policy, to be reviewed as required;
- b) ensuring that the requirements of health and safety legislation are met and to promote best practice;
- c) ensuring that the School budgets are managed on a risk priority basis, so that health, safety and welfare is maintained;
- d) ensuring that effective health and safety planning and target setting takes place within the MAC Schools and that regular monitoring, audit and review of health and safety performance is undertaken;
- e) ensuring that the health and safety functions and duties of staff are discharged in line with this policy;

- f) ensuring that staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
- g) ensuring effective communication with the Catholic Senior Executive Leader (CSEL), Chief Finance and Operating Officer (CFOO), Headteachers, staff, parents and pupils in respect of health and safety matters;
- h) ensuring that the Board of Directors, CSEL and CFOO Officer recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them;
- i) ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, this board of directors will delegate the functions necessary to discharge these responsibilities to the CSEL, Headteachers and Leadership teams; however, they will ensure that they have adequate monitoring of these functions in place.

### **3.4 Catholic Senior Executive Leader**

The MAC Directors place responsibility on the CSEL to achieve the objectives of the health and safety policy. The CSEL 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, CSEL, Headteachers and Teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

The CFOO and School Business/Office Managers will in practice have operational responsibility for health and safety in the Schools. However, these are delegated duties and do not remove the overall responsibility placed on the School Headteacher.

The CSEL and Headteachers of the Schools in Holy Cross Catholic MAC will:

- a) manage the School budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process to:
  - eliminate accident potential as far as is reasonably possible;
  - regularly review and update risk assessments as appropriate, including post-accident risk assessment;

- conform to statutory regulations, codes of practice and guidance and to best practice;
  - take account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language;
  - pay particular regard to pupils, service users, visitors and contractors, who will be unaware of dangers and risks
- c) ensure that accident, assaults, near miss incidents and ill health conditions are investigated and reported according to School procedures as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;
- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;
- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance as part of a continuous review process;
- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users of the School can be effectively dealt with;
- k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- l) ensure that the MAC Directors, CSEL/CFOO are informed of any breach of health and safety statutory requirements, which cannot be effectively dealt with;
- m) ensure an operational fire risk assessment is in place for the premises, fire evacuation drills are conducted, fire-fighting equipment is made available, fire

alarms tested with required frequency and that all employees are aware of the emergency procedure;

- n) ensure that facilities are provided for means of escape and are readily available for use and that employees are familiar with their operation;
- o) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term (see Appendix 8);
- p) ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with approved codes of practice and guidance. Ensure that appropriate measures of competence are in place when selecting contractors and provide information so that they understand requirements for performance standards;
- q) ensure that approved items of first aid provided are readily available for use, under the control of a responsible person or trained first aider and that employees are aware of their location;
- r) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- s) ensure that this policy is communicated to all employees, governors and others operating at the School.

### **3.5 School Leadership Teams**

The School Leadership teams 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 CSEL, CFOO, Headteachers. Specifically, Business and Office Managers, Deputy and Assistant Headteachers and any other member of staff with supervisory responsibilities will:

- a) ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- b) ensure that health and safety is considered in regular school meetings (model Terms of Reference and Agenda for School Health and Safety Working Group are shown in Appendices 4 and 5);

- c) identify any employee health and safety training needs and ensure that these are communicated to the Headteachers or CSEL;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done;
- e) take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- f) ensure that all injuries, occupational illness, fires, incidents of violence at work and near misses are immediately reported to Headteachers or CSEL/CFOO;
- g) ensure that the Headteachers or CSEL/CFOO is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them;
- h) ensure that all defective equipment or plant is taken out of use until repaired or replaced;
- i) ensure that protective clothing or equipment is issued and used when necessary;
- j) ensure that areas of work are maintained to a high standard of housekeeping;
- k) ensure that all means of escape and associated equipment, e.g. fire doors, fire alarms etc. in their areas are at all times maintained free of obstructions and that escape doors can be readily opened from the inside in an emergency (it is recognised that that security must be balanced with means of escape) need to be in place for normal operation);
- l) ensure appropriate evacuation procedures are in place and regular fire (at least half termly) and lockdown drills are held
- m) respond appropriately to all hazards brought to their attention by employees;
- n) undertake appropriate health and safety training courses.
- o) ensure statutory maintenance and inspection of facilities and equipment is undertaken (see Appendix 8).

### **3.6 Employees**

All employees at Holy Cross Catholic MAC will take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a duty to:

- take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- co-operate with their employer, in allowing the employer to fulfil their health and safety obligations;
- correctly use work items or anything provided in the interests of health and safety;
- not interfere or misuse anything provided for their health, safety or welfare;
- provide specialist or professional knowledge required to inform risk assessments in their area;

Employees at Holy Cross Catholic MAC will:

- Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety;
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- Be sensibly and safely dressed for their particular working conditions;
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- Use all safety equipment and protective clothing provided;
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- Maintain tools and equipment in good condition, reporting all defects to supervision;

- Report to supervision all accidents, assaults, work-related ill-health and near misses;
- Attend appropriate health and safety training courses;
- Have knowledge of all processes, materials and substances they use;
- Be familiar with the School's fire evacuation and lockdown procedures and the location of fire safety equipment;
- Understand the risk assessments in their areas and comply with the control measures arising from them.

### **3.7 Pupils/Students and Parents**

Pupils/Students and parents are responsible for following the school's health and safety advice, on-site and off-site (when participating in a school activity) and for reporting any health and safety incidents to a member of staff who will, where necessary, escalate to the Premises Manager.

Pupils are responsible for following guidance on acceptable behaviour and instructions from members appropriate to their age group in order to help maintain their safety and health at school.

### **3.8 Contractors**

Contractors will agree health and safety practices, including the submission and approval of detailed risk assessments and method statements, valid insurance at an appropriate level, and appropriate certification/professional registration (if needed) with the Premises Manager/Supervisor before commencing work.

Prior to work commencing, the contractor will be inducted by the Premises Manager/Supervisor who will ensure the contractor has relevant DBS certification (or appropriate supervision is in place), has signed in, has an ID badge, is familiar with the working environment and where they can and cannot access, is familiar with Holy Cross Catholic MAC policies and procedures, where and how the contractor can source an appropriate permit to work (if required) and have undertaken checking of the asbestos register.

### **3.9 Employee Representation**

Union Safety Representatives will be recognised in line with the Safety Representatives and Safety Committee Regulations 1977. Unions are recognised by Holy Cross Catholic MAC as playing an important role in partnership to the management of health and safety within Holy Cross.

Recognised Trade Union Representatives have the rights and function as set out in the above legislation.

For schools which do not have in place Union Safety Representatives, Holy Cross Catholic MAC will seek to communicate with staff via the Premises staff group, or local school Health and Safety Committee under the Health and Safety (Consultation with Employees) Regulations 1996.

## **4 Arrangements (See Appendix 9)**

The following arrangements will be adopted to ensure that Board of Directors and the CSEL fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the School.

### **4.1 Setting Health and Safety Objectives**

The Board of Directors, the CSEL and CFOO will specifically review progress of health and safety objectives at the Board of Directors meeting each term. This will be included as part of the CSEL's report to Directors. Where necessary health and safety improvements will be identified and included within the School action plan.

### **4.2 Provision of an effective Health and Safety Training Strategy/Plan**

The CFOO will produce a health and safety training plan on an annual basis. The training plan will be submitted to Directors for approval.

### **4.3 Provision of and effective Joint Consultative Process**

The school/site health and safety working group will meet at least once per term. This working group will report to the Local Governing Body, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

### **4.4 Specialist Advice and Support**

Specialist advice and support will be obtained from an appointed competent person, as required under the Management of Health and Safety at Work Regulations 1999. Where necessary, issues will be escalated to the Schools Health and Safety Working Group or to an appropriate Headteacher's forum.

### **4.5 Establishing Adequate Health and Safety Procedures**

Procedures will be established for the exchange of health and safety knowledge and information. Where necessary, these will be recorded, to include:

- the School health and safety working Group agendas and minutes;

- provision of information relating to safe systems of work and risk assessments;
- communication of advice from the MAC Health and Safety Advisor;
- communication of information from approved codes of practice and health and safety guidance;
- communications with relevant specialist advisors/competent persons and bodies.

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

#### **4.6 Financial resources**

The Directors will review the Holy Cross Catholic MAC budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

#### **4.7 Other arrangements**

School-specific arrangements can be found, or may be referenced, in School Health and Safety Policies which may reference other school policies including those listed in Appendix 3:

### **5 Monitoring (See Appendix 9.)**

The effectiveness and compliance of this Policy will be monitored by the Premises Management Group. This will be done in the following ways:

- A review of the policy every 3 years by the Chief Finance and Operating Officer (CFOO) and as part of the on-going reporting process.
- At least annually, health and safety reports will be submitted to the Board of Directors by the Chief Finance and Operating Officer (CFOO)

#### **5.1 Health and Safety Action Plan and Objectives**

The Board of Directors will ensure that all health and safety objectives and actions are carried out in a timely manner.

#### **5.2 Accidents/Incidents**

The Catholic Senior Executive Leader, CFOO and Headteachers will ensure that accidents and incidents are reported and monitored in line with the MAC procedures. Where accidents are serious, repeated or attributable to failures of management, these will be brought to the attention of the appointed health and safety specialist for further advice. Appropriate remedial actions will be taken.

### **5.3 Third Party Monitoring/ Inspection**

The School will be subject to third party inspection and monitoring, as follows:

- MAC Health and Safety Advisor
- Ofsted
- Department for Education

Actions arising from third party audit/inspection will be incorporated within the School action plan with appropriate target dates for completion.

## **6 Review**

The Resources Committee will monitor the outcomes and impact of this policy on a regular basis in conjunction with local union secretaries.

## **7 Equality and Diversity**

Holy Cross MAC is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its pupil/ student population and its workforce, ensuring that no individual or group is disadvantaged.

## **8 Legislation**

This policy is based on advice from the Department for Education on Health and Safety in schools Acts and Regulations and associated guidance listed in Appendix 6

## Holy Cross Catholic MAC

### Health and Safety - PROCEDURES

Holy Cross Catholic MAC Health and Safety procedures aim, so far as is reasonably practicable to:

- Have health and safety as a core management function
- Develop Leadership capacity at all levels in health & safety matters
- Establish and maintain safe working practices amongst staff, pupils, students and all visitors to the school sites
- Provide adequate control of the health and safety risks arising from their work activities.
- Provide and maintain a safe and healthy environment ensuring premises are maintained safely and are regularly inspected
- Provide and maintain safe plant and equipment ensuring equipment is maintained safely and is regularly inspected
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Reduce the number of accidents and cases of ill-health to as low a level as is reasonably practicable
- Provide information, instruction and supervision for staff
- Ensure all staff are competent to do their tasks, and to provide them with adequate training
- Have robust procedures in place in case of emergencies
- Consult with staff on matters affecting their health and safety
- Review and revise this policy as necessary at regular intervals

#### 1. **ACCIDENT/INCIDENT/WORK RELATED ILL-HEALTH CASE/NEAR MISSES**

Any of the above are required to be recorded on the relevant report form/system.

##### 1.1 **ACCIDENT RECORD BOOK**

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The completed form is to be returned to be filed within the school unless the incident is RIDDOR reportable in which case the HSE and CSEL must be informed.

The MAC has appointed a MAC-wide Health and Safety consultant from April 2020 who will establish a MAC wide reporting procedure.

Accident/incident forms must be completed with as much detail as possible by the injured person and the person they are reporting to as soon as possible following the incident

## 1.2 REPORTING TO THE HEALTH AND SAFETY EXECUTIVE (See Appendix 7)

The Headteachers will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school will report such accidents to the CSEL/CFOO and the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

The CSEL/CFOO will advise members of the Estates Sub-Committee of any RIDDOR incidents.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries; specifically:
  - Fractures, other than to fingers, thumbs and toes.
  - Amputations.
  - Any injury likely to lead to permanent loss of sight or reduction in sight.
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
  - Where an accident leads to someone being taken to hospital.  
(Note: There is no requirement to report incidents where people are taken to hospital purely as a precaution when no injury is apparent)
  - Certain dangerous occurrences where there is a 'near-miss' but no injury, for schools, these may include:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment.
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

### **1.3 NOTIFYING PARENTS**

A designated member of staff in school will inform parents and the Headteacher of School of any accident or injury sustained by a student, and any first aid treatment given, on the same day.

### **1.4 REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES**

The Headteacher of School will notify the CSEL and Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 10 days after the incident.

The Headteacher of School will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a student while in the school's care.

## **2. ASBESTOS**

Holy Cross MAC acknowledges the Health hazards arising from exposure to asbestos and will protect pupils/students/staff/contractors and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos containing materials in the workplace premises.

Up to date records of ACMs and asbestos management plans are maintained by each school and these are available to contractors and other persons working within the school.

## **3. CCTV**

Where schools have CCTV installed they will refer back to their local procedures and may use footage as a means of completing investigations where necessary.

## **4. CONTROL OF CONTRACTORS**

Premises Managers/Senior Site Supervisors will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to staff, other persons on site and the public.

Furthermore, Holy Cross MAC is committed to ensuring that where any construction work is carried out at its premises, it is done so without risks to the health and safety of its staff or others and in accordance with the requirements of the Construction (Design and Management) Regulations 2015 and related statutes. Please also see Section 4.8.

## **5. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Holy Cross MAC acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff and

others to substances hazardous to health is prevented or at least controlled to within statutory limits.

Hazardous substances can take many forms including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Holy Cross MAC undertakes to control exposure where reasonably practicable. Where exposure cannot be adequately controlled, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with staff or their representatives.

All staff will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health. Control of Substances Hazardous to Health Regulations (COSHH) risk assessments are completed by Premises Managers/Supervisors or Heads of Department i.e. Science and circulated to all employees who work with hazardous substances.

All staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products will be stored as noted on the manufacturer's guidelines and in line with any regulations i.e. COSHH. Where no regulations exist, as a minimum they will be kept in a lockable cupboard with limited access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **6. DISPLAY SCREEN EQUIPMENT (DSE)**

All reasonable steps will be taken by Holy Cross MAC to secure the health and safety of staff who work with Display Screen Equipment.

Holy Cross MAC acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the Holy Cross to ensure that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of Display Screen Equipment can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns. Holy Cross MAC will seek to give information and training to enable a fuller understanding of these issues.

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out by a member of staff trained to do so.

'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically, and solely for DSE use).

The following staff have been identified as DSE users:

- Senior Leadership
- Administrative Staff
- Learning Mentors

## **7. DRIVING AT WORK**

Holy Cross MAC recognises that the use of motor vehicles on Holy Cross business requires additional health and safety measures to protect both staff and third parties.

Holy Cross MAC provides fully comprehensive occasional business use insurance for staff that use their own vehicles for business purposes i.e. to attend training courses, commute between sites etc.

It is the staff's responsibility to ensure that any vehicle they use for business is road worthy and complies with all national legislation and guidance.

It is also the staff member's responsibility to ensure they fully comply with the Transporting Children section of the MAC Staff Code of Conduct, in relation to the transportation of pupils/students.

## **8. ELECTRICAL EQUIPMENT SAFETY**

All reasonable steps will be taken to secure the Health and safety of staff who use, operate or maintain electrical equipment. The Holy Cross MAC acknowledges that work with and on electrical equipment can be hazardous and it is therefore Holy Cross MAC intention to reduce the risks as far as is possible.

This will be done through periodic formal inspection of portable items and fixed electrical installations by the relevant competent person, as well as routine visual inspections by equipment users. This will include (but is not limited to) an

operational fire risk assessment of premises, fire and emergency plans, and evacuation drills and training for staff.

## **9. FIRE SAFETY**

Holy Cross MAC recognises the importance of protecting pupils, students, staff, visitors and others from any fire-related risks associated with the work undertaken and is committed to complying with any relevant legal duties and obligations. As far as is reasonably practicable, all steps shall be taken to prevent fire from occurring.

## **10. FIRST AID AT WORK**

Holy Cross MAC is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work areas under the control of the Holy Cross.

To this end, the Holy Cross MAC schools will provide information and training on first aid to staff to ensure that statutory requirements of the Health and Safety (First Aid) Regulations 1981 are adhered to.

## **11. GAS SAFETY**

Premises Managers/Supervisors will ensure that:

- Installation, inspection,
- maintenance and repair of gas appliances and fittings is only carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

## **12. INFECTION PREVENTION AND CONTROL**

Holy Cross MAC follows national guidance published by Public Health England (PHE) when responding to infection control issues. Holy Cross MAC will encourage staff and pupils/students to follow good hygiene practice. MAC staff will be encouraged to have flu vaccinations.

Staff will ensure that the storage of all medications fully comply with the local Management of Medicines Policy.

### **12.1 HANDWASHING**

All pupils, students, staff and visitors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Wash hands with liquid soap and warm water, and dry hands

- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

## **12.2 PERSONAL PROTECTIVE EQUIPMENT**

All pupils, students, staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing, during first aid etc.)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Wear other PPE as directed by their line manager/teacher
- Report defective or inappropriate PPE to their line manager

## **12.3 CLEANING OF THE ENVIRONMENT**

All staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Clean the environment, including toys and equipment where appropriate, frequently and thoroughly
- Do not leave spillages or other hazards for others to deal with

## **12.4 CLEANING OF BLOOD AND BODY FLUID SPILLAGES**

All staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

### **13 LAUNDRY**

All staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Wash laundry in a separate dedicated facility.
- Wash soiled garments separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled garments.
- Bag children's soiled clothing to be sent home, never rinse by hand.

### **14 CLINICAL WASTE**

All staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Always segregate domestic and clinical waste, in accordance with local policies.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

### **15 ANIMALS**

All pupils, students, staff and visitors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from students.
- Supervise pupils/students when they are in contact with animals.
- Seek veterinary advice on animal welfare and animal health issues.

### **16 PUPILS/STUDENTS VULNERABLE TO INFECTION**

Some medical conditions make staff, pupils and students vulnerable to infections that would rarely be serious in most children. The schools will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carers will be informed promptly.

## **17 EXCLUSION PERIODS FOR INFECTIOUS DISEASES**

The schools will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, Holy Cross MAC will follow advice from Public Health England about the appropriate course of action.

## **18 LETTINGS**

Those who hire any aspect of the school sites or any facilities will be made aware of the content of the school's local health and safety policy and will having read and signed the lettings form will have responsibility for complying with it.

## **20 SCHOOL MINIBUS**

Holy Cross MAC acknowledges the additional risks in relation to school minibuses. In order to reduce the risks, the School's Minibus Policy should be adhered to. This policy sets out the expectations in relation to school minibus usage and regulations.

## **20 LONE WORKING AMD HOME WORKING**

### **Lone Working**

Holy Cross MAC acknowledges that lone working situations cannot be eliminated, which might include late or weekend working, off site visits and/or working in a single occupancy office. Prior to undertaking any form of lone working, Holy Cross MAC Lone Working Policy should be referred to, to ensure full compliance.

Potentially dangerous activities, such as those where there is a risk of falling from height, must not be undertaken when working alone. If there are any doubts about the task to be performed it will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

### **Homeworking**

Holy Cross Catholic MAC recognises that it has the same health & safety responsibilities for those employees who are working from home as it does for other employees based at school. Holy Cross Catholic MAC will ensure that risks to homeworkers from lone working, IT and other electrical equipment are managed and that homeworkers have appropriate levels of support and contact with their line manager and other colleagues to help maintain their wellbeing when working from home for extended periods.

## **21 MONITORING HEALTH AND SAFETY**

Holy Cross MAC acknowledges that effective monitoring arrangements must be in place to ensure effective health and safety standards are maintained.

Premises Managers/Supervisors will work with their School Headteacher to introduce a review and monitoring programme focusing on the following areas:

- Review new and upcoming health and safety legislation to ascertain its impact on the school
- Reviews of all health and safety related policies
- Reviews of health and safety guidance documents
- Staff engagement with reviewing applicable risk assessments and safe working procedures
- Numbers and types of incidents and cases of work related ill-health

MAC Schools will hold termly Health and Safety Committee meetings to review Health and Safety within the school premises. Sample Terms of Reference and Meeting Agenda are provided in Appendices 1 and 2.

Holy Cross MAC health and safety performance will be reported at least annually to the Board of Directors by the Chief Finance and Operating Officer (CFOO).

## **22 MOVING AND HANDLING**

Holy Cross MAC acknowledges that due to the nature of work it undertakes, moving and handling activities present a risk to staff.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture and have relevant training to do so. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The schools will ensure that proper mechanical aids and lifting equipment are available in school, and that there will be staff available who are trained in how to use them safely. Where persons are being moved, specific advice will be sought from a competent person.

Staff, pupils and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out
- Ensure the load is held close to the body and firmly

- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **23 NEW AND EXPECTANT MOTHERS**

Holy Cross MAC will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers and of their unborn children.

Holy Cross MAC undertakes to assess all risks to new and expectant mothers arising from their work activities and to take implement appropriate control measures.

Risk assessments will be carried out whenever any employee/ volunteer or student notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified and these will be revisited throughout the term to ensure that risks are still adequately controlled.

Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

The schools will inform all relevant staff if there has been a case of any of the above viruses within the school.

## **24 NOISE AT WORK**

Holy Cross MAC will take all reasonable steps necessary to ensure that the risk of hearing damage to staff who operate noisy equipment or work in a noisy environment is reduced to a minimum.

Holy Cross also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

Holy Cross will also take all reasonable steps to minimise the disturbance caused by noise from Holy Cross premises affecting people in the neighbourhood.

## **25 OFF-SITE VISITS AND SPORTS FIXTURES**

When taking pupils/ students off the school premises, Holy Cross MAC schools must ensure that:

- A risk assessment has been completed and approved prior to the visit taking place (generic risk assessments for all sports fixtures are to be completed at the start of each year by a PE teacher)
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **26 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Holy Cross MAC will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by Holy Cross to secure the Health and safety of staff who work with PPE. It is the member of staff's responsibility to notify their line manager when their PPE becomes in need of replacement.

Holy Cross acknowledges that Health and safety hazards will have been identified if this equipment is used. It is the intention of Holy Cross to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

## **27 PRESSURE SYSTEMS**

Holy Cross MAC will, so far as is reasonably practicable, ensure that all pressure systems used or owned are safe and inspected in line with statutory requirements. The design, construction, repair and modification of pressure systems will be managed so as to prevent danger and such relevant information as is required in law, will be made available and kept for record purposes.

## **28 RECORDS**

Holy Cross MAC acknowledges both the managerial and legislative requirement for effective Health and safety record keeping.

Premises Managers/ Supervisors are responsible for the central administration of document control procedures, obtaining the correct authorisations, maintaining

document identity and issue status, controlling distribution, updating and keeping archive files at their schools.

Staff are responsible for maintaining health and safety records wherever applicable.

## **29 RISK ASSESSMENT (HEALTH AND SAFETY)**

Holy Cross MAC will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with the use of premises and working operations together with any necessary remedial actions.

Appropriate risk assessments will be undertaken prior to any off site trips, visits or extracurricular activities taking place.

Where premises are altered or their use changed, the continued suitability of the premises will be assessed.

## **30 SECURITY**

Premises Managers/ Supervisors are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

## **31 VIOLENCE AT WORK**

Holy Cross MAC believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards their staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager, or Headteacher immediately. This applies to violence from pupils, students, visitors or other staff.

## **32 SIGNS/SIGNAGE**

MAC establishments will provide Safety signage where required throughout Holy Cross MAC. The safety signage will conform to the requirements of the Health and Safety (Signs and Signals) Regulations 1996.

## **33 SLIPS, TRIPS AND FALLS**

Holy Cross MAC acknowledges that slips, trips and falls are the most common cause of major injuries in the United Kingdom.

Holy Cross MAC will take all reasonably practicable measures to ensure that all workplaces and grounds under its control, are safe and without unnecessary risks of slips, trips and falls to all persons accessing them.

### **34 SMOKING**

Holy Cross MAC operates a policy of no smoking and vaping on any of its properties including vehicles for students, staff, contractors and visitors. Signage indicating this policy is clearly displayed across its sites.

### **35 STRESS AT WORK**

Holy Cross MAC recognises that, whilst a degree of stress can be a positive force at work, excessive pressure can have a negative effect on health and on performance at work.

Holy Cross MAC is committed to promoting good health and wellbeing at work and is therefore concerned to recognise the negative effects that stress may have. Holy Cross MAC recognises the importance of identifying and reducing workplace stressors through risk assessment and systems are in place within the schools for responding to individual concerns, monitoring staff workloads and providing suitable support mechanisms for members of staff suffering from the negative effects of stress.

Holy Cross MAC will refer any employee to Occupational Health for an assessment if they are concerned.

### **36 TRAINING**

Increasing knowledge and awareness through information and training plays an important part in Holy Cross MAC systems for managing Health and Safety. For all staff joining the Holy Cross MAC or moving to a different location across the schools, induction training will be provided.

Staff who work in high risk environments, such as in science laboratories or with woodwork equipment, or work with students with special educational needs (SEN), are given additional Health and Safety training in line with risk assessment recommendations.

### **37 WASTE MANAGEMENT**

Holy Cross MAC is committed to ensuring the health, safety and welfare of its staff and of others who may be affected by the waste materials which result from its work. The policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

### **38 WATER SAFETY MANAGEMENT**

Holy Cross MAC operates a wide number and variety of buildings and understands that the air conditioning, heating and water systems may present a legionella hazard.

To manage the hazard posed by water, all locations have scheduled testing of plant with records retained and necessary action taken when identified all testing is up to L8 standard.

### **39 WORK EQUIPMENT**

Holy Cross is responsible for ensuring that all work equipment is maintained according to the manufacturer's specifications through Planned Preventative Maintenance Programmes (PPM's).

Only trained personnel should be allowed to operate work equipment without supervision. It is the duty of all staff to read, understand and comply with the instructions for use of any items of equipment used.

Where equipment is hired in, the supplier will be asked to supply inspection and maintenance documentation for the equipment in line with the requirements of the Provision and Use of Work Equipment Regulations 1998.

When new equipment is purchased, it is to be checked by the member of staff responsible for its use to ensure that it meets appropriate educational standards and added to relevant asset registers.

All equipment is to be stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **40 SPECIALIST EQUIPMENT**

Individuals are responsible for their own equipment including wheelchairs. In schools, staff will promote the responsible use of wheelchairs.

### **41 PE EQUIPMENT**

Staff are responsible for:

- Teaching pupils/ students how to carry out and set up PE equipment safely and efficiently and in accordance with national guidelines
- Checking that PE equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported immediately to the Premises Manager/ Supervisor

The Premises Manager/ Supervisor is responsible for ensuring PE equipment is maintained and inspected in accordance with the manufacturer's specifications.

### **42 WORKING AT HEIGHT**

It is Holy Cross MAC's policy to avoid any work at height where it is reasonably practicable to do so. Working at height is defined as any height where you are working with your feet off the ground. Where working at height is unavoidable, then all reasonable steps shall be taken by Holy Cross MAC to ensure that work

is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Teaching staff are only permitted to undertake short-duration, low -risk tasks at height, and using the correct equipment supplied by the school.
- The Premises Manager/ Supervisor retains suitable ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to have had the appropriate training and to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by suitably trained persons
- Ladders will have an annual safety inspection clearly labelled detailing the date of last inspection.

The staff members and any other person involved in the work activity shall cooperate in the implementation of this policy.

#### **43 WORKING TIME**

Holy Cross MAC will comply with the requirements of the Working Time Regulations 1998 (as amended).

#### **44 YOUNG PERSONS (16-18)**

Holy Cross MAC is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.

Holy Cross MAC will assess and document the additional risks and measures provided, to ensure the Health and safety of young persons.

Holy Cross MAC is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

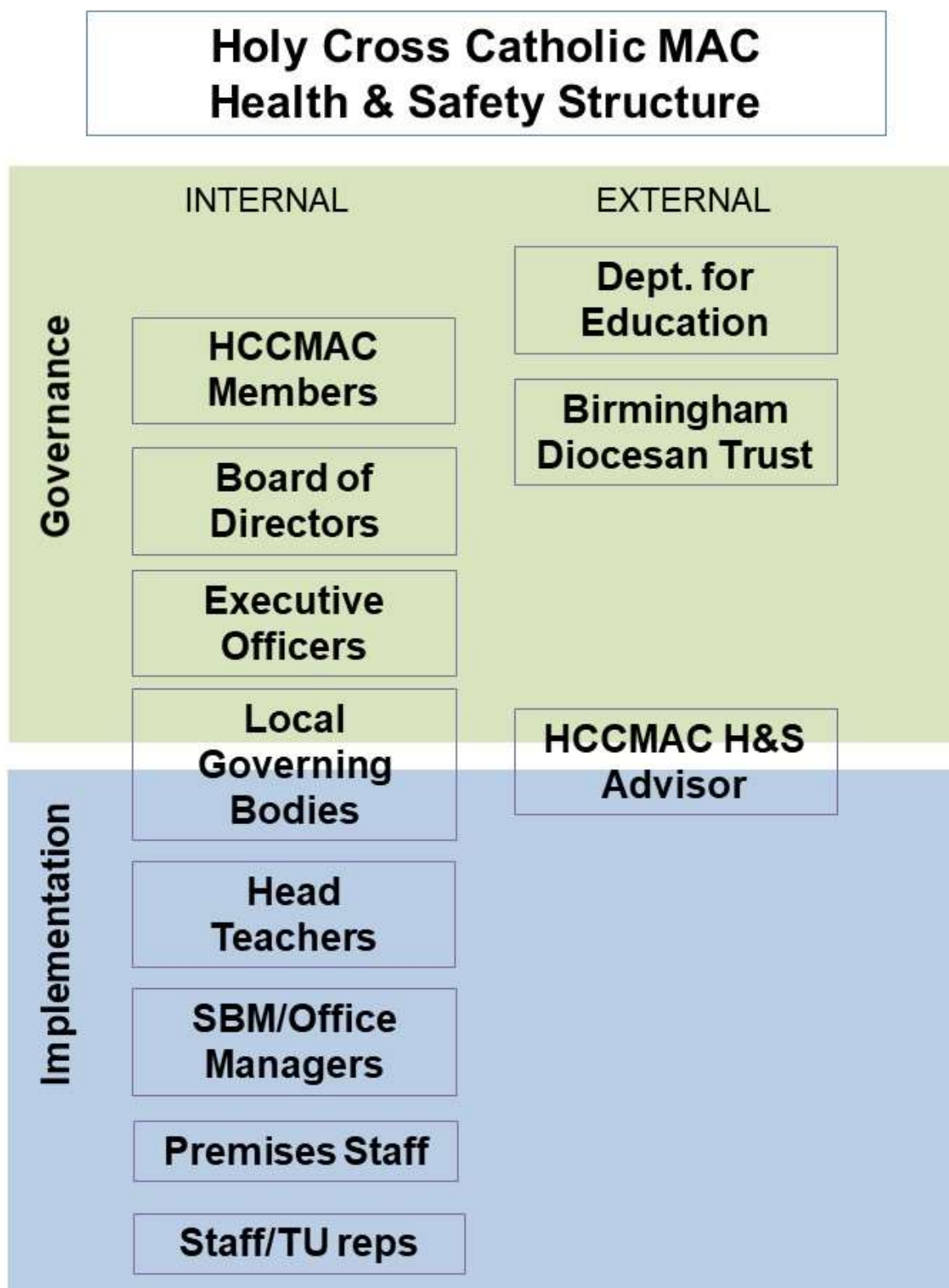
#### **45 SAFE USE OF SHARPS IN SCHOOL**

Holy Cross Catholic MAC recognises the risks from the use of sharps for medical and health purposes in school, and will assess the risks to both staff and pupils in relation to the use of sharps, including:

- Asking parents to inject their children before or during school hours
- Ensuring that 'safer sharps' are used wherever possible

- Training for staff on safe techniques and the prevention of injuries
- Having 2 members of staff present when sharps are used wherever possible
- Not recapping used needles and immediate placing of needles in a sharps bin
- Ensuring sharps-related injuries are reported immediately and medical advice sought by staff

## Roles and Responsibilities Structure Chart



**List of Policies which may be referenced within  
School Health and Safety Policies**

Policy
Curriculum policies: - Physical Education Design and Technology & Art Science
Lettings
Accidents, Incidents, Work Related Ill Health and Assaults
Fire Risk Assessment and Emergency Procedures
First Aid Risk Assessment and Procedures
Risk Assessments for all staff activities
Risk Assessments for Premises related activities
Risk Assessments for all curriculum activities
Manual Handling Risk Assessments
Risk Assessments for Education Visits
Violence at Work and Lone Working Risk Assessments and Procedures
Stress
Equipment and Plant Maintenance and Inspection
Electrical Equipment and Installations
Site Inspections
Local Asbestos Management Plan
Legionella Management Protocols
Selecting and Controlling Contractors
Control of Substances Hazardous to Health (COSHH)
Display Screen Equipment (DSE)
Security
Driving and Transport

## **MODEL Terms of Reference**

### **[XXXX] School Health and Safety Committee**

Terms of Reference revised XXXX/ 20XX

#### **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.

(extract from school H&S policy)

#### **Membership**

- Head Teacher
- Trade Union or Staff Representative
- Governor
- Business or Office Manager
- Site Services Officer
- H&S Officer
- Other members of staff as required by the Committee on an ad-hoc basis

#### **Objectives**

1. To ensure that we conduct all our activities safely and in compliance with legislative standards.
2. To assist in providing safe working and learning conditions.
3. To check that our school has a systematic approach to the identification of risks and adequately allows for the allocation of resources to control them.
4. 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 establish adequate health and safety communication channels so that all staff, Pupils, Visitors and Shared Users are aware of their Health & Safety roles and responsibilities & are kept up to date on significant changes within the school.
  - To ensure the provision of an effective joint consultative process for Health & Safety.
5. To promote the principles of sensible risk management which enables innovation and learning about safety, and promotes a proportionate response to risk
6. To ensure that the school premises are in a safe condition for the purpose of use.

#### **Housekeeping:**

The committee must meet at least one per term and must send its minutes on a timely basis to the Board of Directors/Governors and Local Governing Body

**MODEL AGENDA****[xxxxxx] School Health and Safety Working Group**

Date		Time		Venue	
Attendees					
Attendees for part of the meeting	Name			Job title	
Apologies					
Items		Person		Notes	
1. Apologies		Chair			
2. Confirmation of the last meetings Minutes.		Chair			
3. Matters arising from the minutes not on the agenda.		Chair			
4. Premises issues <ul style="list-style-type: none"><li>• Site inspection reports</li><li>• Compliance</li><li>• Current &amp; future projects</li></ul>		SSO/HT & H&S Officer			
5. Reports on fire drills.  Future planning of emergency drills – dates & types of drill		HT/ SBM			
6. Review of accidents/incidents/assaults including first aid provision.		HT/SBM/ H&S Officer			
7. Sharing good practice/bulletins/topical issues raised by Health and Safety Officer and others		H&S Officer			
8. Any other business/date of next meeting		All			

### **Health and Safety Regulations and Guidance**

- The Health and safety at Work Act 1974
- The Management of Health and safety at Work 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 (RIDDOR) 2013
- The Health and safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- Occupiers Liability Act 1984
- Road Safety Act 2006
- Employment Rights Act 1996
- Equality Act 2010
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and safety (Offences) Act 2008
- Safety Representatives and Safety Committees Regulations 1997
- Health & Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- The Health & Safety (Training for Employment) Regulations 1990
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment Work Regulations 1992
- The Workplace (Health & Safety & Welfare) Regulations 1992
- Health & Safety (Consultation with Staff) Regulations 1996
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- Employers Liability (Compulsory Insurance) Regulations 1998
- The Pressure System Safety Regulations 2000
- Work at Height Regulations 2005
- Control of Vibration at Work Regulations 2005
- Control of Noise at Work Regulations 2005
- Control of Asbestos at Work Regulations 2012
- Health and safety (Fees for Intervention) Regulations 2012
- The Construction (Design and Management) Regulations 2015

## Incident Report Form

This form is to enable you to quickly capture information following an incident (accident, assault, or near-miss). Please return the completed form to your Office Manager as soon as possible after the incident so that the incident can be logged and actions to prevent a recurrence can be considered.

Line Managers should complete the incident investigation section at the end of the form.

This form would not normally to be used for the following incidents:

- Minor injuries to pupils (sports or play related etc)
- Pupil assaulted by another pupil
- Non work-related incidents

### Incident summary:

General Incident information	
Location (school)	
Incident date	
Incident time	

**Details of the injured person** (*completing this section is a statutory requirement of the RIDDOR regulations for both staff and pupil accidents, and for assaults on staff*):

Surname		
First name		
Address		
Postcode		
Contact number		
D.O.B.		
Incident reported to (line manager)		
Who was involved? (the person who was injured or assaulted)	Employee	
	Pupil	
	Member of Public (parent etc)	
	Agency staff	
	Contractor	
	Volunteer or work placement	
Type of incident:	<b>Accident</b> – complete <b>Incident Details</b> and <b>Investigation</b> sections	
	<b>Assault</b> complete <b>Incident Details</b> , <b>Assailant</b> details and <b>Investigation</b> sections	
	<b>Near miss</b> – complete investigation section only	
Ticket reference:		

### Incident Details:

Incident details		
Type of injury (e.g., bruising, sprain, cut etc), or assault		
Apparent cause		
Incident severity – Include any time lost from work if known	No injury	
	Minor – no lost time	
	Possible lost time – up to 7 days	
	Serious/major injury (break/fracture, or over 7 days)	
	High impact assault by pupil on staff member	
	Fatality	
Main parts of the body affected:		
If the incident is an assault, please provide details of the assailant if known		
Incident outcome: tick which applies	First aid administered	
	Taken directly to hospital from scene	
	No treatment given	
	Went to hospital later on (not from scene)	
	First Aid refused	
	Referred to GP	
	Sent home	

**Incident investigation – this section must be completed by the injured/assaulted person’s line manager, or by a member of SLT as part of the requirements of the Management of Health & Safety at Work regulations**

Incident investigation undertaken?	
Date of investigation (or planned date)	
Investigation findings	
Immediate reason for incident	

Underlying reason for incident		
Actions to prevent recurrence		
Following the investigation, was the incident work related? Y/N		

### Statutory Testing List

<b>1.</b>	<b>Electrical Equipment</b>
1.1	Schools. Electrical Condition Report [maximum interval -5 years]
1.2	Hydrotherapy Pools and Swimming Pools. Electrical Condition Report [Annual]
1.3	Stage Lighting Electrical Condition Report [Annual]
1.4	High Voltage Switch Gear / Transformers
1.5	RCD/RCBO Testing
1.6	Portable Appliance Testing
1.7	Ground Source and Air Source Heat Pumps
1.8	Lightning Conductors
1.9	Automatic Gates (Powered)
1.10	Automatic Doors (Powered)
1.11	Automatic Barriers (Powered)
1.12	Automatic Roller Shutters
<b>2.</b>	<b>Kitchen and Catering Equipment</b>
2.1	Kitchen Canopy Supply and Extraction Systems (Hygiene)
2.2	Kitchen Air Handling Supply and Extraction Systems (Mechanical)
2.3	Gas Fired Air Heater Providing Tempered Fresh Air for the Kitchen Canopy
2.4	Gas Catering Equipment and Appliances
2.5	Static Electrical Catering Equipment
2.6	Gas Proving System and Ventilation Interlock
2.7	Kitchen / Catering Electrical Portable Appliance Testing
<b>3.</b>	<b>Gas Safety, Equipment and Appliances</b>
3.1	Gas Fired Boilers Including Flues
3.2	Gas Fired Water Heaters Including Flues
3.3	Gas Fired Air Heaters Including Flues
3.4	Gas Fires Including Flues
3.5	Maintenance of Gas Distribution Pipework
3.6	Boiler House Safety Systems (Hazardous Fumes)
3.7	Gas Proving Systems - Science Laboratories
<b>4.</b>	<b>Water Hygiene and Safety</b>
4.1	Legionella Risk Assessment
4.2	Hot Water Services - Hot Water Calorifier (Inspection/Purging and Sampling)
4.3	Hot Water Services - Temperature Monitoring of Calorifiers and Water Heaters
4.4	Hot Water Services - Temperature Monitoring of Sentinel Hot Taps
4.5	Hot Water Services - Temperature Monitoring of Hot Taps
4.6	Cold Water Services - Condition/Cleaning of Cold Water Storage Tanks

- 4.7 Cold Water Services - Temperature Monitoring of Cold Water Storage Tanks
  - 4.8 Cold Water Services - Temperature Monitoring of Sentinel Taps
  - 4.9 Cold Water Services - Temperature Monitoring of Taps
  - 4.10 Shower Heads
  - 4.11 Legionella Sampling
  - 4.12 Thermostatic Mixing Valves (TMV) and Thermostatic Taps
  - 4.13 Micro-biological Water Sampling of Hydrotherapy Pools and Swimming Pools
  - 4.14 Reduced Pressure Zone (RPZ) Valves
  - 4.15 Sewage Pumps and Chambers
- 5. Oil Fired Boilers
    - 5.1 Oil Fired Boilers including Flues and Chimneys
    - 5.2 Oil Storage Tanks
    - 5.3 Oil Pipelines Underground (Pressure Test)
- 6. Lifts and Lifting Equipment
    - 6.1 Lifts (Passenger)
    - 6.2 Lifts (Non Passenger)
    - 6.3 Hoists (Passenger)
    - 6.4 Hoists (Non Passenger)
    - 6.5 Electrically Operated Changing Beds/ Tables
    - 6.6 Fall Arrest Systems (Including Eyebolts)
    - 6.7 EVAC Chairs
- 7. Fire and Emergency Lighting
    - 7.1 Fire Risk Assessment
    - 7.2 Emergency Lighting
    - 7.3 Fire Alarms
    - 7.4 Fire Sprinkler Systems
    - 7.5 Fire Suppression Systems (Automatic)
    - 7.6 Portable Fire Fighting Equipment
    - 7.7 Wet (or Dry) Risers and Hydrants
    - 7.8 Fire Shutters and Fire Curtains
- 8. Miscellaneous
    - 8.1 Design and Technology/Science Equipment (Science Benches, Drills, Lathes, Brazing Hearths etc)
    - 8.2 Dust and Fume Extraction [Fume Cupboards and Woodwork Equipment] (LEVs)
    - 8.3 Electric Pottery Kiln
    - 8.4 Fixed Air Conditioning Units
    - 8.5 Air Handling Supply Systems (Including Duct Hygiene)
    - 8.6 Air Handling Supply Systems (Mechanical)
    - 8.7 Pressurised Systems
    - 8.8 Pool Plant Maintenance (Hydrotherapy and Swimming Pools)

- 8.9 Intruder Alarm
- 8.10 LPG Storage Compound
- 8.11 Display Energy Certificates (DEC)
- 8.12 Advisory Reports (AR)
- 8.13 TM44 Certificate
- 8.14 Refrigerant [F] Gases (Air Conditioning / Heat Source Systems)
- 8.15 Glazing
- 8.16 Movable Partition Walls
- 8.17 Physical Education Equipment
- 8.18 Outdoor Play Equipment
- 8.19 Tree Safety

## 9. Asbestos Management

(Note: This section must be completed unless all of your buildings were constructed after 2001)

- 9.1 Duty Holder Training
- 9.2 Asbestos Management Survey
- 9.3 Asbestos Management Plan
- 9.4 Documented Re-Inspection of Asbestos and Suspected Asbestos Containing Materials
- 9.5 Asbestos Awareness Training

## 10.0 Additional Operational Checks by Site Staff

- 10.1 Fire Alarms
- 10.2 Fire Extinguishers
- 10.3 Fire Doors
- 10.4 Emergency Lighting
- 10.5 General Alarms
- 10.6 Water Outlets
- 10.7 Swimming Pool
- 10.8 Fire Drills
- 10.9 Ladders

## 11. Other Site-Specific Checks and Miscellaneous Items

## 12. Training Requirements

## HCC MAC Health and Safety Monitoring and Reporting

