



# All Saints Catholic Collegiate

## Health and Safety Policy


# HEALTH AND SAFETY POLICY

## POLICY

This policy has been adopted on behalf of all five academies in the All Saints Catholic Collegiate (ASCC)

**St. Augustine's Catholic Academy**  
**St. Gregory's catholic Academy**  
**St. Maria Goretti Catholic Academy**  
**Our Lady's Catholic Academy**  
**St. Thomas More Catholic Academy**

## Approval and review

Committee to approve policy	BOD – Finance and Audit
Date of Board / Academy Committee Approval	March 2025
Chair of Board / Academy Committee – Name	Anne Middleton Hill
Signature	
Chair of Board / Academy Representatives	
Headteacher	
Signature	
Policy review period	
Date of policy review	January 2027

## MISSION STATEMENT

***United in faith, love and learning,  
we place Christ at the centre of all that we do,  
to inspire all members of our community to reach their God-given potential.***

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<b>Version Control</b>			
<b>Version</b>	<b>Date Approved</b>	<b>Changes</b>	<b>Reason for Alterations</b>
Issue 1		Annual update of policy	Recommendations following H and S audit
Issue 2		Annual update of policy	Recommendations following H and S audit at STM and completion of fire risk assessment
		Contractors	To reflect changes in legislation
		COSHH	Revised
		Displays	Revised
		Display screen user	Revised
		Electrical Equipment	New section
		First Aid	Flowchart added
		Handling and Lifting	Revised
		Maintenance / Inspection of equipment	New section
		Poster on Health and Safety	New section
		Risk Assessment	Revised
		School Visits and trips	Section added to
Issue 3		Responsibilities of the Representatives	Reference to Monitoring Timeline added
		Accident Reporting	Termly Analysis added
		Asbestos	Monitoring date added
		Contractors	Updated to incorporate requirements of non PFI contractors
		Electrical Equipment	Added Bi-annual inspection
		First Aid	Changed "all" to "majority"
		Paediatric First Aid	Requirements for early years and care club added
		Medicines in School	Removed painkillers. Added delegation options
		School Security	Added procedure for moving care club children to and from school
		Training	Mandatory training updated
		Appendices	Appendix 1 - Updated Appendix 2 – FS First Aid Appendix 3 – Handbook extract removed Other appendices renumbered
October 2017	8	Allergens	Added for the procurement of emergency Epipen in school
	10	Defibrillator	Added the requirement to purchase and maintain a defibrillator in school for emergency use
	17	Training	Added in the requirement for the school to follow the staff training matrix developed across the MAC (draft version in appendix 8)
October 2018	19	Smoking	No vaping added
October 2019		Annual review	No changes
November 2020		Annual Review	Updated link to Allergen training.Link to Epipen guidance added Covid 19 Pandemic guidance added
September 22		Annual review	
October 2023		Annual Review	
October 2024		Annual Review	
March 2025		Changes/Amendments following External H&S Review	

## **AIMS AND OBJECTIVES**

The Directors of All Saints Catholic Collegiate recognise its corporate responsibility as an employer for providing a safe and healthy environment for teaching staff, non-teaching staff, pupils and other persons who come onto the premises or who may be affected by the operations of the School. This health and safety policy document sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the school.

In order to successfully implement the policy day to day management responsibilities for health and safety are delegated to the Headteacher who in turn may assign specific tasks to other individuals.

The Headteacher in consultation with the Academy Finance and Resources Committee which meets a minimum of three times a year draws up a written health and safety statement which is reviewed annually consulting with the school representatives, staff and trade union safety representatives where necessary. In the absence of the Headteacher, the Deputy (s) will take responsibility for day to day health and safety issues.

The aims of the Safety Policy are, so far as is reasonably practicable to:

- a) Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- b) Provide and maintain accommodation, equipment and systems of work that are without risk to health.
- c) Provide training and instruction to enable employees to perform their work safely and efficiently.
- d) Make available safety equipment and protective clothing as necessary for the job task.

In order to achieve the policy objectives employees have a duty to co-operate by adhering to the procedures and observing any supplementary rules.

It is in everyone's interest to help maintain the good health and safety record that exists at the school.

## **RESPONSIBILITIES**

### **RESPONSIBILITIES OF THE REPRESENTATIVES**

Academy representatives will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out remedial work and to protect employees and other persons who use or visit the establishment. Representatives should be aware of their responsibilities for maintaining the premises as detailed in the local requirements. Termly meetings will be held to review the Academy's adherence to the Health and Safety Monitoring Timeline. The Academy Representatives will carry out a bi annual inspection/review of the school and report to the Headteacher any health and safety issues, jointly agreeing a plan of action.

### **RESPONSIBILITIES OF THE HEADTEACHER**

The Head is responsible for implementing and monitoring this policy and must ensure that health and safety considerations are always given priority in planning and day to day supervision of work activities.

The duties of the Head include: -

Ensuring that safety standards are being maintained by ensuring the inspection and checking of the work areas for which they are responsible

- Monitoring compliance with safety rules and safe systems of work.
- Developing and enforcing any additional safety rules or guidance in order to reduce risk.
- Informing staff of safety rules and their legal duties, and identifying any training needs.
- Record any potential hazards, accidents or near miss situations.
- Assess workplace risks, where necessary reducing them to an acceptable level and reporting significant findings to Representatives with details of action taken.
- Ensure that new staff have had a Health & Safety induction meeting.
- Weekly staff meetings/briefings to include agenda item Health & Safety- A-Z of Health & Safety to covered over the academic year.

### **SPECIAL RESPONSIBILITIES OF TEACHERS/SUPERVISORY STAFF**

The safety of pupils in the classroom, and during all other school activities is the responsibility of the class teacher or person in charge of the group.

Such persons are expected to:

- Exercise effective supervision of pupils.

Ensure that they have addressed any potential emergencies, where necessary familiarising pupils of the procedures.

- Give clear instructions and warnings as often as may be necessary.

Set an example by using safe working methods and abiding by any safety rules.

- Ensure that where personal protection is required for them or for pupils, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations for additions or improvements where problems or risks are identified.

## **RESPONSIBILITIES OF EMPLOYEES**

Employees have a duty to: -

Work safely and efficiently and in accordance with any training given.

- Use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations.
- Report incidents or hazards that may lead to injury or damage to the Headteacher.
- Observe the safety rules and comply with legislation.
- Ensure all external visitors are advised of safe evacuation in the event of an emergency. (This may be visible on the schools visitor management system)

Not misuse equipment or endanger themselves or other by their actions.

- Safely store or remove immediately after use any item which, though necessary for a task could cause damage or injury to others if used without appropriate supervision.

Report all accidents and damage in their work area to the Headteacher at the time of the occurrence whether a person has been injured or not.

## **RESPONSIBILITIES OF THE LOCAL HEALTH & SAFETY REPRESENTATIVE**

- Assist in the induction of new staff
- Ensure Health & Safety action plan is collated
- A-Z of Health & Safety is covered in staff meetings/briefings in the year

## **RESPONSIBILITIES OF THE PUPILS**

Pupils will be encouraged to follow all safe working practices and observe all school safety rules

Pupils will:-

- Follow all instructions issued by any member of staff in case of an emergency.
- Ensure they do not intentionally or recklessly interfere with equipment provided for safety purposes.

Inform any member of staff of any situation which may affect their safety through a variety of means including the School council, directly to a member to staff or via a pupil questionnaire.

## **SAFETY PROCEDURES AND SPECIFIC ARRANGEMENTS**

### **ACCIDENT REPORTING**

All accidents, near misses and work related illness to employees, visitors and pupils must be reported to the Headteacher. Employees must ensure that details of accidents are entered in the appropriate record kept in the school office. Major injury accidents and over 3 day absences will be reported on 'My Health & Safety' portal, and Duty will review whether this needs to be reported to HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Other incidents which fall into the various categories of the Regulations must also be reported to the Headteacher and where necessary to the SLA Health and Safety Responsible Person. These include all incidents relating to staff and visitors on the site. All head injury's to be recorded and parent/carer informed by telephone or email.

A termly analysis of accidents including staff, visitors and pupils who require further medical treatment will be reported to the Senior Leadership Team and Academy Representatives and recorded on the Entrust portal.

### **ALLERGENS**

With effect from the 13<sup>th</sup> December 2014 allergen statutory regulations came in to force. (Food information regulations) 14 top allergens were identified and the school has a duty to know what they are, who in school, both pupils and staff, have these allergies and how they can be affected.

The Catering Supervisor will list all 14 allergens and foods that are affected and communicate this with all catering staff.

Food tasting and preparation topics must include advanced written notice to parents and carers alongside permission to participate and information requested re allergies. School will retain a record of food items used and served in school in an allergen file that's details allergens contained in that food. The file will be kept in the catering supervisors office.

Celebration treats brought into school by pupils will only be distributed by staff for consumption at home or under supervision of the parent carer.

Homemade food produce brought into school must have an allergen information sheet completed in full by the producer and again retained in the catering supervisor file.

Natashas Law – from October 2021 the new law will mean all food businesses will be required, by law, to explicitly show every ingredient present in any food, which are produced **and** packaged on site, such as on cakes, sandwiches, salads etc. The catering manager will ensure this is completed and audited termly.

All staff to complete the online training, administration staff to monitor, track and record online training in line with GDPR - see link below

\*Secondary School – all catering staff and home economics staff to complete the allergen awareness training.

<https://allergytraining.food.gov.uk/>

From September 2017 legislation allowed for epipens to be purchased by schools for emergency use and following this all schools will procure and retain an Epipen, Please see the link below for more information.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline\\_auto\\_injectors\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

### **ASBESTOS**

An Asbestos Management survey was carried out in the school by Entrust on \_\_\_\_ and is monitored on \_\_\_\_ and updated annually. See asbestos register held in the office. These surveys have limitations as they do not identify hidden Asbestos Containing Materials. Appointed person and deputies have completed Asbestos Duty to Manage training. Employees, contractors and volunteers whose activities bring them into contact with the building or may be likely to disturb Asbestos, must read and understand the Asbestos register. An Intrusive Work Assessment form is completed prior to any work that may interfere with the fabric of the building. To determine if a refurbishment and demolition survey is required prior to work commencing.

Appointed persons ensure that a Control of Contractors Hazard Exchange Form is completed with contractors prior to the commencement of any work activities. Each setting has emergency asbestos procedure in place and appointed persons are aware of the procedure.

[Asbestos Management - Staffordshire County Council](#)

**ASTHMA-** The ASCC have a separate policy that covers pupils in schools who are diagnosed with asthma.

## **CANDLES**

If candles are used in the classroom they should be lit by an adult and supervised very closely. Candles should be extinguished promptly and safely after use. Candles should not be placed close to fabric displays. Where possible, fabrics should be sprayed with an anti-inflammable protector. The use of battery-operated candles is permitted only if the battery compartment is secured.

## **CHILDREN WITH DISABILITIES AND OR ADDITIONAL NEEDS**

In a case of emergency a designated member of staff will be responsible for the health and safety of a child with disabilities or special educational needs.

For children with chronic conditions an individual health care plan will be drawn up with the teacher, parents/carers and the school nurse/health care professional and reviewed annually.

For children with short term or temporary conditions a individual health care plan will be drawn up by a designated member of school staff / schools administration staff with the parents/carers and the teacher.

A Personal Emergency Evacuation Plan (PEEP) will be drawn up for pupils/staff/contractors who have mobility and or sensory impairments and other disability types, to document how they would be evacuated in an emergency situation.

See also ASCC Asthma Policy for Asthma plans.

## **COMMUNICATION**

All staff will be provided with a copy of the Health and Safety policy upon commencing employment. Regular updates will be shared with staff through the weekly staff briefings and the daily memo as required. Staff can make recommendations on improving the Health and Safety in school by logging on site issues or by emailing the Headteacher/Senior Operations Manager.

## **CONSULTATION**

The Headteacher/Senior Operations Manager is responsible in school for consulting with staff on matters around Health & Safety. Staff can raise concerns by emailing the Headteacher/ Senior Operations Manager directly, logging on site issues or by raising at the half termly staff forum meetings/staff meetings/briefings. Any changes which require consultation which initially be taken to the staff forum for consultation. All staff are invited to the staff forum.

## **CONTRACTORS**

Where services such as catering and playing field maintenance are contracted out, the contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Headteacher should liaise with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters. Contractors should complete the relevant Contractors Exchange process and forms in the office before commencing any work and provide risk assessments and method statements.

When building work is planned the PFI agreement requires Permission to Access / Notification of Works forms be sent to notify Transform Schools (Stoke) Ltd. & Equans of the work that is to be carried out. When building contractors are appointed pre-meetings will be held to plan the works and a hazard exchange process used to identify hazards presented by both client and contractor and to identify how these will be safely managed.

Non PFI appointed contractors are required to provide the relevant paperwork, including risk assessments and method statements to enable completion of a Permission to Carry out Works on Site form which guides contractors through a check process to ensure that they are providing a safe system of work when on site.

For all major works, diocesan permission will be required.

### **COSHH – Control of Substances Hazardous to Health**

The Control of Substances Hazardous to Health Regulations can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative.

Staff must ensure that Safety Data sheets are provided by the supplier when buying any substances and that COSHH risk assessments are created for any hazardous substances; using information from these data sheets and other information known about users and local conditions of use.

If required for curriculum purposes these items should always be under the direct control of the teacher and stored in a place which is not accessible to pupils.

COSHH assessments must be reviewed and updated regularly.

The COSHH Assessments must be shared with appropriate staff, pupils and first aiders.

### **CURRICULUM AREAS (secondary school specific)**

Risk assessments will be completed for specific curriculum departments and monitored by the Head of Department.

Science: Mrs W Smith

Technology: Mrs M Stace

Performance Faculty: Mr A Stonier

The Head of Department will lead on matters of Health and Safety within their department and report any concerns to the Senior Operations Manager.

### **DEFIBRILLATOR**

The school will purchase and maintain a defibrillator for emergency use in school. Clear instructions will be available for use in such an emergency. Each defibrillator is checked in each school monthly. Training video is available for staff to safely use the defibrillator safely in the event of an emergency and is recommended to be viewed annually.

### **DISPLAYS**

Staff should take note of the position of and avoid PIR sensors and electrical equipment, including lights, when fixing displays and ensure that displays and posters are firmly fixed. After 3 false alarms Police will refuse to attend any security alerts. Displays should not be secured via electrical items. Ariel displays should be secured to the wall by a hook.

Staff should be mindful of working at height procedures when completing displays, risk assessments for working at height are kept in the office. There are several 'two step' step ladders available for use. Only staff who have an up to date ladder training certificate are allowed to use step ladders with more than two steps

Pins nail, hooks and screws must not be fixed in the walls unless that member of staff has read and signed the asbestos register. The staff member must take note of known and presumed locations of asbestos. LED fairy lights only should be used in displays

### **DISPLAY SCREEN EQUIPMENT**

Use of computers and laptops can cause aches and musculoskeletal injuries if used for long periods with a poor posture or at an inappropriate height. Staff who qualify as regular users should complete a workstation/laptop risk assessment at least every two years or after major changes to your work station.

Staff should take regular breaks whilst using a computer. They should report feelings of discomfort whilst using the computer to the Headteacher.

## **DRESS CODE AND JEWELLERY**

Staff should wear the appropriate clothes and footwear to enable them to safely undertake their role in school.

Children should not wear ear studs or earrings to school. If parents are unable or unwilling to take this advice then only studs and not rings or sleepers will be acceptable.

Children should not wear jewellery for PE. Pupils in the foundation unit should not wear any jewellery due to the pervasive physical element of the early year's curriculum.

### **Secondary pupils**

Pupils are only allowed to wear ear studs to school.

Pupils should not wear jewellery for PE.

(See School Adult Code of Conduct and Prospectus)

## **ELECTRICAL EQUIPMENT [Fixed & Portable]**

Users should do a visual inspection of equipment they use on each occasion before use. In addition, at 6 monthly intervals, a formal recorded visual inspection will be carried out for individual areas of responsibility. There will be thorough inspections of the electrical installation every five years by outside contractors/PFI. Portable appliance testing will be done annually by Equans (the competent person) and a record kept by them (copy to the school). Personal electrical items should not be used in school without them being tested annually. Equipment is visually inspected twice per year for defects. Defective electrical equipment should be reported by Heads of Department/ Headteacher to the Site Staff. Approved engineers will be used for testing the more specialised parts of the site such as school kitchens, science laboratories or Design and Technology rooms.

## **BEFORE & AFTER SCHOOL ACTIVITIES**

All third party visitors/contractors to the school must meet of the requirements of the schools extended services policy/lettings policy. This includes before and after school activities including lettings.

## **FOOD IN SCHOOLS**

All food that requires refrigeration consumed in school should be stored in the fridge. The fridge temperature must be recorded daily.

## **FIRE PROCEDURES**

There is a Fire Risk Assessment in place to protect employees, pupils, staff and visitors to the school site. Procedures for evacuating the premises are detailed in the Fire Evacuation Procedures and attached as **APPENDIX 1**. These are also displayed around the building. All staff must familiarise themselves with details of escape routes and assembly areas.

The Headteacher is responsible for fire related matters which includes: -

- Organising at least one fire drill each term.
- Organising at least two fire drills per year outside of core school hours.
- All fire drills have a written report that is completed on the day of the drill.
- Reviewing fire procedures as necessary.
- Checking that fire notices are displayed in prominent positions throughout the building.
- Organising weekly checks of fire alarms and exits ensuring that they open easily and are free of obstruction on either side.
- Organising the checking of smoke detectors and emergency lighting at least monthly - if applicable.
- Ensuring that newly appointed staff and students receive induction training in emergency procedures.
- Identifying and arranging any additional training requirements.
- Monitoring PFI arrangements for testing of systems and maintenance of firefighting appliances.

- Maintaining records of all tests, inspection checks to include evacuation posters and evacuations carried out.
- Implement the recommendations of the Fire Risk Assessment.
- Co-ordinate fire arrangements with contractors on site.

All staff to complete online training National College.

## **FIRST AID**

Designated first aiders, i.e. holders of a First Aid at Work certificate, are responsible for the provision of first aid cover, administration of first aid, recording treatment given and for maintaining supplies. A designated first aider is also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stock. A first aid duty rota will be drawn up annually, and updated when appropriate, and the rota will be displayed around the school

If a child is in extreme pain or showing signs of shock an ambulance should be called immediately. If a parent or carer takes a child to hospital for treatment a member of staff will accompany them if required.

When a child vomits in school the adult who deals first hand with the child is also responsible for ensuring the vomit is cleaned up appropriately.

When pupils are taken on visits and trips staff need to take with them copies of health care plans details of medical conditions and medication and should check with the designated first aider that travelling first aid kits are available.

The majority of staff should hold the Emergency First Aid certificate within one year of joining the academy. Early Years Staff and Care Club Leaders are required to hold a Paediatric First Aid certificate in order to ensure that there is at least one trained person available at all times when children are present. Secondary – a list of the first aiders can be found with the School First Aider.

First Aid grab bags are located around the schools in an area easily accessible and known to staff.

See flowchart at **APPENDIX 2** for procedures involving foundation stage children.

## **GLASS AND GLAZING**

All glass in doors, side panels and picture frames to be safety glass to meet work place regulations. All replacement glass is to be of safety standard. Where necessary and as identified, standards of glass will be improved (sometimes by using window film) so that areas are suitable for use by children. When a pane of glass is cracked, chipped or shattered site staff will need to be advised immediately. They will make the area safe by applying a film covering to the area to make safe until replacement can be made.

## **HANDLING AND LIFTING**

Staff are advised that they should avoid lifting heavy loads and reduce the risk of musculoskeletal injuries. Where lifting cannot be avoided steps should be taken, through a process of risk assessment, to reduce the risks of manual handling. These steps should include: breaking down of loads, use of mechanical aids such as the lift, sack barrows, team lifts, staff training etc.

Staff are to request assistance when lifting and moving heavy objects and resources. Heavy objects should be stored on lower shelves when possible. Staff should keep a straight back and bend the knees.

Lifting equipment, for example the changing bed used in reception, should be managed, operated and maintained in accordance with PUWER and LOLER regulations.

## **HAZARD REPORTING**

All employees have a duty to report any hazard or potential risk to the Headteacher who will arrange repair and where necessary take temporary safety measures.

## **HEALTH AND SAFETY ADVICE**

The collegiate pays to obtain competent health and safety advice from:-

Health Safety and Wellbeing Service  
Staffordshire County Council  
2 Staffordshire Place  
Tipping Street, Stafford, ST16 2DH.

Telephone 01785 355777 (duty officer)  
<https://www.staffordshire.gov.uk/secure/Schools/SLN-Homepage.aspx>

Health and Safety Advisor is Sarah Jane Walmsley  
Telephone 01785 355777  
Fax : 01785 355842  
Mobile no: 07837 832584  
e-mail: [sarah-jane.walmsley@staffordshire.gov.uk](mailto:sarah-jane.walmsley@staffordshire.gov.uk)

The ASCC Central TEAMS page also contains useful information- Documents-General – Health & Safety

## **HOUSEKEEPING, CLEANING AND DISPOSAL OF WASTE**

All persons must ensure their work areas remain clear and tidy and that items, equipment and resources are stored away safely, securely and appropriately. All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, data protection, the environment and pollution.

The cleaning provision is provided in-house and staff follow a cleaning specification. Litterbins are provided for day to day rubbish including recycling for plastics and cardboard. Internal bins are emptied every night. External bins are emptied at least weekly. External recycling bins are emptied fortnightly. Kitchen waste should be disposed of directly to the bins provided. A sharp bin is provided in the admin kitchen. Sanitary bins are provided in all of the girls' toilet areas. A supply of rock salt will be kept on the premises. Snow will be removed by the site staff in line with the snow and gritting policy.

## **INFECTION CONTROL**

Any concerns with the risk of infection should be reported to the Headteacher/Senior Operations Manager. The school will promote good hand hygiene and the Public Health Guidance on infection control in schools and other child care settings will be referred to by school first aiders and attendance officers. Personal Protective equipment is available where there are risks to health & safety that cannot be controlled by other ways and to protect the workplace from occupational hazard.

Areas affected by an infectious outbreak will undergo a thorough deep clean by

[Guidance on infection control in schools poster.pdf \(hscni.net\)](#)

The Headteacher/ Senior Operations Manager will communicate with vulnerable staff and students where there is an increased risk and for any serious infectious outbreaks.

## **INTRUDERS**

All visitors to the school and PFI Engineers are required to sign in at the office and display a visitor badge at all times. It is the responsibility of all staff to request identification from anyone in the building who is not accompanied by a member of staff, whose visit has not been previously indicated by a member of staff or who is not wearing a recognised identity badge from a regular supplier of services provided to the school.

Where intruders are present outside the building supervising staff should, if in doubt, bring children back into the building and inform senior staff in order to resolve the problem. Police will be called where there is concern.

## **LETTINGS**

See separate lettings policy which identifies the requirements of the lessor and vetting arrangements

## **LONE WORKING**

The school follows the ASCC Lone Working Policy. Regular lone workers such as site staff and cleaning staff will be provided with a copy of the policy on commencement of their employment. Staff working alone must abide by the policy. A hard copy of this is available from the Senior Operations Manager. Do not carry out any hazardous activities while working alone unless control measures are in place.

Staff who work alone should leave details of their expected plans with a colleague or a relative. Where fitted, security locks should be used.

## **MAINTENANCE / INSPECTION OF EQUIPMENT –Example- this is school specific and not exhaustive**

Description	Period	Who
Asbestos	Annually	Entrust
Boilers	Annually	PFI Provider
Emergency Lighting	Monthly	Site Staff
Extract Fans	6 Monthly	PFI Provider
Fire Alarm System	6 Monthly	PFI Provider
Fire Alarm Testing	Weekly	Site Staff
Fire Fighting Equipment	Annually	PFI Provider
Gym Equipment	Annually	Approved/Certified Contractors
Kitchen Equipment	Annually	KCHS, Brelmayne
Lift Inspection	6 Monthly	PFI Provider
PAT Testing	Annually	PFI Provider
PE Equipment	Annually	
Playground Areas and Equipment	Annually	
Water Hygiene	Monthly	PFI Provider

Records are maintained by the School Office Manager/Premises Manager.

## **MEDICINES IN SCHOOL**

Only prescribed medication will be administered in school in line with the schools administering medication in school policy. A record will be maintained of medicines administered and kept in the first aid cabinet. Staff who agree to administer medicines do so on an entirely voluntary basis and cannot be held responsible for loss, damage or mishap to or with the medicines.

No medicine will be administered unless consent and clear written instructions have been given by parents or legal guardians. (See **APPENDIX 6**) ( See separate policy Supporting pupils at school with a medical condition)

## **PORTABLE ELECTRICAL APPLIANCES AND STATUTORY TESTING**

The Headteacher will arrange for formal testing of all portable electrical equipment including leads and plugs on an annual basis and ensure that records are maintained. This is carried out under the PFI agreement on an annual basis.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of.

Staff are not allowed to use untested personal electrical equipment in school.

The Headteacher will arrange for the annual testing and maintenance of the kitchen extraction units and the Instanta Pressure Boilers as dictated by the Pressure Systems Safety Regulations.

### **PLAYGROUND AND PLAY EQUIPMENT INSPECTIONS**

Site Staff and teaching staff will inform the Headteacher of any hazards or problems which occur to play equipment and play surfaces. Playground supervisors will ensure that the number of users is restricted to avoid overcrowding.

Daily visual inspections should be completed by the person responsible in the area on that day as per the risk assessments. Monthly recorded checks in line with the O&Ms from the manufacturer or installer, will be completed by site staff. The annual inspection is to be carried out by a qualified contractor.

Outdoor gym equipment will be checked monthly by site staff and recorded in the records.

### **POSTER ON HEALTH AND SAFETY LAW**

The school office manager/premises manager is responsible for ensuring the poster is displayed prominently and any changes to contacts, responsible persons etc. are updated as soon as possible.

### **RADIATION (secondary school specific)**

Radiation Protection Supervisor:  
Radiation Protection Advisor:

Staff should raise any concerns or queries about radiation to Mrs Smith, Head of Science.

### **RISK ASSESSMENT**

**A Risk Assessment is a document used to control hazardous activities, events, products etc. All staff must be familiar with the Risk Assessments relevant to their role and follow the controls stated. New staff are instructed of the risk assessment applicable to their role at induction.**

- All staff have responsibilities to develop Risk Assessments for their area of curriculum responsibility.
- Teaching staff are responsible for their classroom risk assessment.
- Staff who are pregnant will be supported by an individual expectant mother risk assessment.
- Staff who have informed us of health problems will also have an individual risk assessment to support them.
- Other generic risk assessments are undertaken by the Senior Leadership team.
- Where an individual pupil risk assessment is required it is the responsibility of a member of the Senior Leadership team.
- Periodic review of RA's is the responsibility of the creators and should take place at least annually unless the risk assessment was for a one off event.

The Head is responsible for ensuring that formal risk assessments have been carried out, that any necessary action has been taken to eliminate or reduce risk and that assessments have been reviewed where necessary.

Any risk assessment should be updated in addition to an annual review if-

- Any major changes
- Following a review of an incident/accident/near miss
- To include any new activity

A collection of example risk assessments are held centrally in TEAMS.

Staff are responsible for considering the risks of all activities in school and formally recording the outcomes in a risk assessment based on the standard form **SEE APPENDIX 7**.

Risks which relate to Educational Visits should be recorded on the E-visits risk assessment online form at least 7 days before the trip commences. (4 weeks for overseas visits and must be reviewed first by the Headteacher.

The Headteacher will ensure that staff are made aware of the significant findings of any assessment affecting them or their work activities and retain up to date master copies on file in the Main Office by the Senior Operations Manager. Any issues are included in the annually updated Staff Handbook.

### **SCHOOL VISITS / TRIPS**

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. In accordance with LA safety regulations, educational visits are carefully planned in advance and a full risk assessment is carried out prior to the visit with staff visits made if possible. All school trips must be authorised by the Headteacher prior to any commitments being made. The school uses the E-visits system, information on how to access this can be provided by the Educational Visits Co-Ordinator.

Details of the visit are sent to parents along with a consent form.

The school has an Educational Visits Policy and this contains all the information relevant to School Trips and Off-Site Activities. This Policy is available from the Educational Visits Co-ordinator. No educational visit may take place without completing the correct planning and approvals procedure using E-visits

It is the responsibility of the Trip Leader to ensure that first aid, medication and care plans, as relevant, are taken on trips.

### **SCHOOL VISITS – VEHICLES OWNED OR OPERATED BY ACADEMY (MINIBUS OR PERSONAL)**

The Headteacher/ Senior Operations Manager has responsibility to ensure that all drivers of the minibus have the correct qualifications. Routine checks will be completed by the site/office manager but all users must complete a pre assessment checklist of the minibus and give a copy to the Headteacher/Senior Operations Manager.

The Senior Operations Manager of the secondary school will be responsible to ensure the appropriate servicing and maintenance is completed for the minibus.

Any person transporting pupils in a school minibus must hold the appropriate qualification:

Where D1 is held on driving licence	SCC Minibus Permit
Where D1 is not held on driving licence	D1 Licence

Minibus drivers will be asked to provide a copy of their licence (and counterpart) on an annual basis to confirm that no more than 5 points.

Any member of staff opting to use their own car to transport students must be insured for Business use, have provided a copy of insurance, MOT and driving license ( and counterpart to confirm that no more than 5 points ) and have signed the Volunteers Drivers form.

Staff must never travel in a vehicle on their own with one pupil.

### **SCHOOL SECURITY**

The car park will be closed to vehicles between 8.30am and 9.00; and 3.00 and 3.30pm each day to safeguard the children as they arrive and leave school. (STG Specific amend accordingly to site)

School drop off and pick up should be completed from off site and not on the school car park. The exception is where there is a medical need which has been approved and the front office are aware. STM specific

All external classroom doors should be locked at the end of the school day. The hall and dining room doors must be closed after any activities have taken place at any time of the day.

## **SMOKING AND VAPING**

The school and any part of the school grounds has a NO SMOKING nor VAPING policy which all staff, supply staff and visitors are required to comply with at all times.

## **SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS**

There is a separate policy which details how the school supports children with medical conditions e.g. asthma and includes

- Individual health care plans
- roles and responsibilities of those involved
- Staff training and support
- Management of medicines on-site
- Record keeping and documentation
- Emergency procedures
- Trips

## **STRESS AND STAFF WELLBEING**

Annual classroom risk assessments incorporate an assessment of stress. School to periodically monitor and review stress levels in school via a questionnaire. The ASCC has a Stress policy, Staff attendance and wellbeing policy and a workplace stress risk assessment. Further information can be obtained from the Headteacher.

A Mental Health First Aider is trained in each school. Care First 24/7 is available for all ASCC staff. Primary and Central Service staff have access to the SAS wellbeing APP. The staff forum meet every half term and all staff are welcome to attend this meeting where staff wellbeing and improvements are discussed.

## **SUPERVISION**

Students must be supervised during lesson time by a competent adult. Students must not be in rooms at other times without a member of staff. Lunch time rota of paid lunchtime supervisors is to be drawn up. Ratio for school trips to be agreed with the EVC. All PE lessons must be delivered by a qualified coach or teacher. After school PE activities must be delivered by a qualified coach.

All adults in school in contact with the children must be DBS cleared and the clearance is renewed only where there has been a break of service (three months or more) Agencies are responsible for ensuring Supply staff have a current DBS, renewed at least every three years.

## **TEMPERATURE TAKING**

Digital thermometers are available in schools to take the temperature of pupils who are presenting as unwell or are feeling hot to the touch in the case of younger pupils. Temperatures should only be taken by staff who are suitably trained: first aid at work, paediatric first aid or emergency first aid at work. If a pupils temperature is high, 38C or above, parents/carers should be advised by telephone.

## **TRAINING**

The Headteacher is responsible for measuring the safety performance of staff and for identifying any training needs. Academy representatives will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet the Headteacher aims of the Academy health and safety policy. Training records are to be updated correctly. See **APPENDIX 4**.

The Headteacher will ensure that training is extended where necessary to volunteer workers, new staff undergo health and safety induction and that up to date records of training are maintained. See **APPENDIX 5**.

The ASCC has identified key competency for safe operation as detailed in the safety training matrix in **appendix 8**

Mandatory training for all teaching staff and most other staff includes:

- Safeguarding Level 1

- Prevent training
- Allergen Training
- Fire Safety Training
- Emergency Aid Training
- Manual Handling and Lifting

## **WORK EXPERIENCE**

The school welcomes and supports students on work placement. Any placements are arranged in writing following contact by the Work Experience co-ordinator at the relevant placement base. It is the responsibility of that co-ordinator to request relevant information from the school and to only receive students on placement if satisfied with the information which they have received. An appropriate work place risk assessment will also be in place and shared.

The school will make available information to students on placement either verbally or in writing according to the status and length of placement. Full information and induction pro forma can be found in the ASCC Volunteer Policy.

## **VIOLENCE TO STAFF**

There is a zero tolerance policy to verbal and/or physical abuse to staff. All incidents must be reported to the Headteacher. (See Adult Code of Conduct)

All incidents of violence and aggression should be recorded on CPOMS and the Staffordshire Health & Safety Portal.

## **Health and Safety Key Performance Indicators**

It is vital that Directors, representatives and manager can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

<b>Indicator Number</b>	<b>Key Performance Indicator</b>	<b>How Measured</b>
1	Health and Safety Policy signed, reviewed annually and updated as requires	Annually in the Autumn term. Recorded in the Academy Finance and Resources subcommittee.
2	Termly Health and Safety Report produced and made publically available	Report presented to the Academy I Finance and Resources subcommittee each term Copy of the document to be held in H&S file and shared with staff
3	Completion of premises inspections twice a year and compilation of action plan	Bi annually in the Autumn and Summer terms. Recorded in the Academy Finance and Resources subcommittee. Action plan produced and monitored by the committee
4	Self-Audit completed and remedial action plan developed	Academy Finance and Resources subcommittee. Action plan produced and monitored by the committee and actions completed by the school staff responsible for H&S
5	Review 5 risk assessments to ensure controls are being followed	Report annually to the Academy Finance and Resources subcommittee findings.
6	Termly analysis of accident statistics and reportable incidents	Recorded in the Academy Finance and Resources subcommittee.

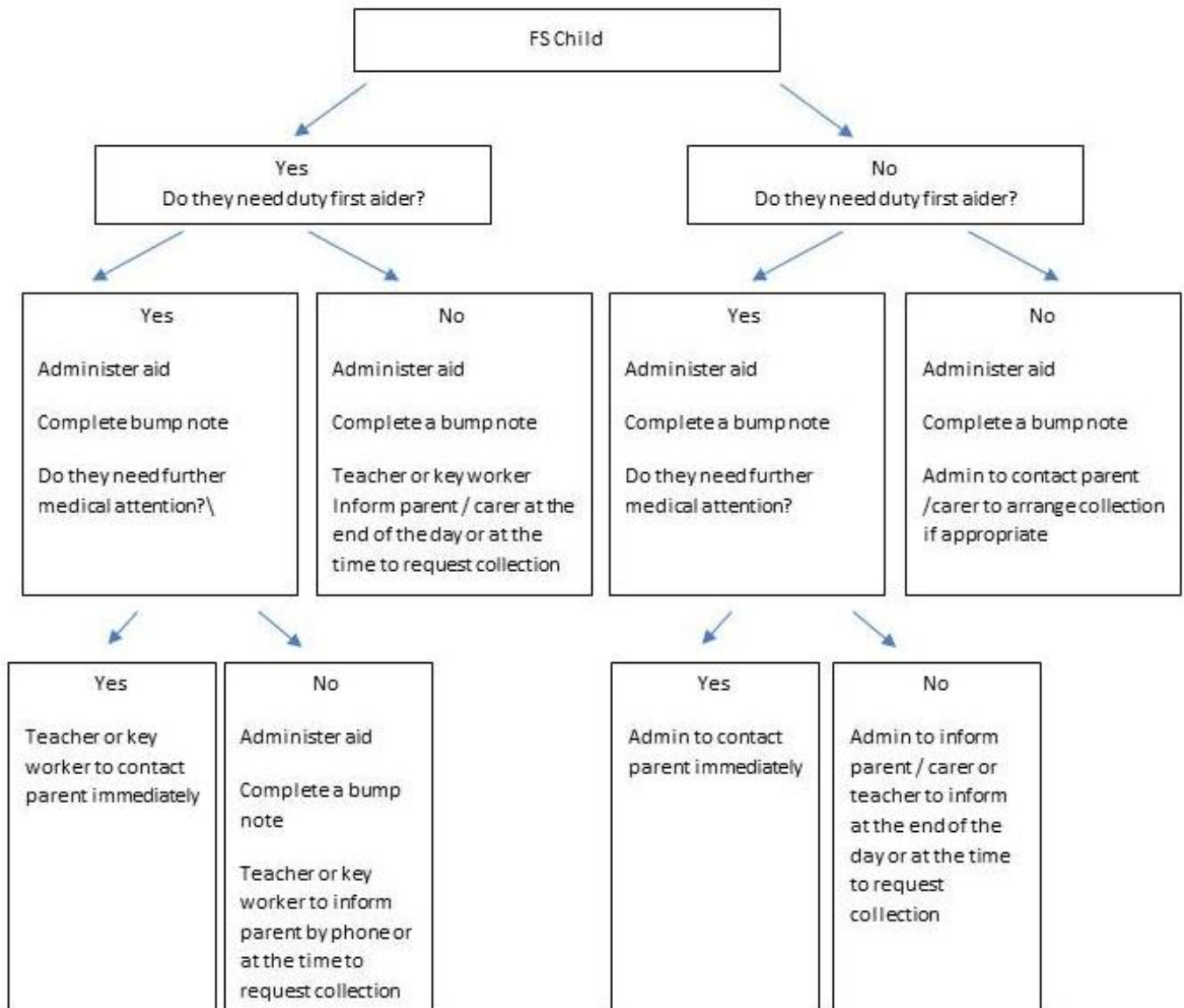
**APPENDIX 1**

**IN CASE OF FIRE – SUMMARY OF NOTICES**

Add school specific information

## APPENDIX 2

### Foundation Stage Accident and Incident Flow Chart



**APPENDIX 3**

**PLEASE PROVIDE ANY RELEVANT SAFETY SHEET AND OR  
AVAILABLE COSHH INFORMATION WHICH YOU HOLD RELATING  
TO ITEMS CONTAINED IN THIS ORDER**

**THANK YOU**



## Appendix 5

Name		Start Date :
Post		Tick when done
<b>1</b>	<b>Documentation</b>	
A	Confirm appointment form completed	
B	Contact details confirmed	
C	Safeguarding information obtained and complete	
	<ul style="list-style-type: none"> <li>• DBS</li> <li>• Eligibility to work in the UK (incl copy of passport)</li> <li>• Safeguarding level 1</li> <li>• Safeguarding declaration</li> <li>• Qualifications obtained (all teaching posts)</li> <li>• 2 references obtained</li> <li>• Teacher number verified</li> <li>• Pecuniary interest completed</li> </ul>	
<b>2</b>	<b>Welcome to the School</b>	
A	Outline of school, size and history	
B	School aims and objectives	
C	Staff handbook issued	
<b>3</b>	<b>Salary</b>	
A	Explanation of methods and frequency of payment	
B	Confirm employee's bank account details	
C	Explanation of salary reviews, overtime etc.	
D	Explanation of pay slips	
E	Travelling and subsistence expenses	
F	Additional hours payment	
<b>4</b>	<b>Pension scheme</b>	
A	Contributions and benefits	
B	AVC;s	
C	Insurance	
<b>5</b>	<b>Sickness</b>	
A	Procedure to be adopted if absent through accident or sickness	
B	Medical certificates, absence pay	
<b>6</b>	<b>Hours of Work</b>	
A	School terms and school day	
B	Attendance and punctuality	
D	Catering and car parking arrangements	
E	Special and compassionate leave	
<b>7</b>	<b>Tour of Premises</b>	
A	Description of room functions	
B	Parking facilities	
C	Eating facilities	
D	Noticeboards	
E	Introduction to Academy Representatives	
<b>8</b>	<b>Fire Precautions</b>	
A	Procedure in the event of a fire – including evacuation route	

B	Use of firefighting appliances	
C	Fire call points	
<b>9</b>	<b>Safety</b>	
A	Identification of any specific hazards associated with role or room	
B	Issue of personal protective equipment	
C	Procedure in the event of an accident to self, pupil or visitor	
D	Isolation / Immobilisation procedure for machinery or equipment	
E	Location of first aid boxes and first aiders	
F	Health and Safety Policy /Whistle blowing/Safeguarding policy	
G	Smoking policy	
H	Security of buildings and use of key codes	
I	Adult Code of Conduct	
J	E Safety	
K	Risk Assessment applicable to role	
<b>10</b>	<b>Tour of Department</b>	
A	Introduction to immediate supervisor	
B	Location of stores, toilets, fire points normal and emergency exits	
C	Introduction to immediate colleagues	
D	Outline of management structure in the school	
E	Education and training opportunities	
<b>11</b>	<b>The job and responsibilities</b>	
A	The job and its duties	
B	Relevant procedures / work instructions	
C	Staff development and its objectives	
D	Staff policy on staff development, performance management and career opportunities	
E	Registration system	
<b>12</b>	<b>Consultation Arrangements</b>	
A	Grievance and disciplinary procedures	
B	Explanation of holidays time off system	
C	Union and consultation arrangements	
<b>13</b>	<b>Issues</b>	
A	Keys	
B	Laptop , network log in user ID and password	
C	Adult dress code	
D	Other items (please state)	
E	Social Media	
F	Staff text parentmail	
G	Ordering and purchasing goods	
H	School calendar and website	
I	Documents issued	
	Staff handbook	
	Safeguarding, health and safety booklet	
	Adult code of conduct	
	Adult dress code	
<b>All the above have been explained / issued to me :</b>		
<b>Signed ( Employee):</b>		<b>Date</b>
<b>Signed (Deputy / Assistant Head or Headteacher</b>		<b>Date</b>

**APPENDIX 6**

**CATHOLIC ACADEMY**

## Medicine Consent Form

Child: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Medicine: \_\_\_\_\_

Dose amount: \_\_\_\_\_

Dose time: \_\_\_\_\_

Number of day's medicine is to be administered for: \_\_\_\_\_

Does this medicine need to be collected by the child to be taken home every night?

**YES / NO**

Please note that we will not normally administer a lunchtime dose of medicine if the child only has to take it 3 times a day unless absolutely unavoidable.

Signed by parent/guardian: ..... Date: .....

## CATHOLIC ACADEMY

### Medicine Consent Form

Child: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Medicine: \_\_\_\_\_

Dose amount: \_\_\_\_\_

Dose time: \_\_\_\_\_

Number of day's medicine is to be administered for: \_\_\_\_\_

Does this medicine need to be collected by the child to be taken home every night?

**YES / NO**

Please note that we will not normally administer a lunchtime dose of medicine if the child only has to take it 3 times a day unless absolutely unavoidable.

Signed by parent/guardian: ..... Date: .....

## Risk Assessment Form – Managing Health and Safety

Ref. No:
----------

<b>Directorate and Team:</b>		<b>Completed by:</b>		<b>Manager:</b>				
<b>Activity and workplace:</b>				<b>Date:</b>				
What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No.	L/M/H				

Appendix 8

TRAINING MATRIX HEALTH&SAFETY																									
ASCC SECONDARY ROLES																									
	In the Line of Fire (online)	Asthma Awareness	Anaphylaxis Awareness (designated staff in each school by the Headteacher)	Asbestos Management	Asbestos Awareness	Caretakers Health and Safety	COSHH- Assessment Training	COSHH - Hazardous Substances	Display Screen Equipment (DSE)	Display Screen Equipment Assessor	Fire Marshal Training (delegated to staff by Senior Managers as Site Specific)	Fire Risk Assessment	First Aid at Work / Emergency Aid	Food Safety in Catering	Health and Safety for Premises Managers	Health and Safety Induction (local)	Health and Safety for Managers and Leaders	Infection Control Open Learning	Manual Handling – Inanimate Objects	Mental Health First Aid (designated staff in each school by Headteachers)	Risk Assessment (how to develop and implement risk assessments)	Risk Assessment (writing them for individuals)	Water System Safety (practical)	Working at Height (delegated by manager to appropriate staff site specific eg displays)	
<i>This training matrix identifies essential and desirable health and safety training. Managers must define the H&amp;S training required by their employees based upon their premises, job roles and responsibilities. An individual may hold several of the job roles outlined below. If this is the case all lines must be followed. This list is not exhaustive.</i>																									
Administration staff	X								X						X				X						
School First Aider	X	X													X					X					
Mental Health First Aider	X														X					X					
All Employees (including teaching and school support staff)	X														X										
Site Supervisors	X			X	X			X							X				X				X	X	
Site Manager	X			X		X		X							X				X		X		X	X	
Cleaners	X							X							X				X						
Employees using DSE routinely	X								X						X										
Line managers/supervisors of employees working with substances or chemicals	X						X	X							X										
First Aider/Emergency Aider	X	X											X		X										
Food preparation/Catering staff	X							X						X	X				X					X	
Home Economics Teaching Staff	X													X	X										
Health and Safety Coordinator	X			X		X	X	X	X	X	X	X			X	X	X	X			X	X			
Senior Managers/Headteachers/School Leaders/Central Staff/	X								X						X										
D&T Technician	X							X			X				X				X						
Science Technician	X							X			X				X										
Fire Marshalls	X										X				X										
ICT Technicians	X								X						X				X					X	



