



**Romero**  
Catholic Academy Trust



**All Saints'**  
Roman Catholic High School,  
A Voluntary Academy

Headteacher:  
Address:  
Telephone:  
Email:  
Website:

Mr Brian McNally, MA, BSc (Hons), NPQH.  
Haslingden Road, Rawtenstall, Rossendale, Lancashire, BB4 6SJ  
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**September 2021**

## **All Saints' Health and Safety Induction & Annual Refresher Pack**

**We must all take responsibility for promoting the wellbeing and protecting the health and safety of those in our community.**

**Please read the following and enclosed information carefully to enable you to do so during your time at All Saints' Roman Catholic High School.**

The School's Health and Safety Officer is Mrs Kate Hodson.  
Health and Safety is overseen by the School Business Manager, Ms Cat Gillies.

This document refers to:

- Staff (personnel with a school contract and paid by school);
- Visitors (may include governors, agency staff, contractors, families and others);
- Pupils.

All staff and regular visitors must undertake a Health and Safety **induction, and regular refreshers.**

This document gives an **overview** (1) of the school's Health and Safety arrangements, and must be read alongside the:

2. **Health and Safety Policy** (I > School Policies > Policies > Health and Safety Policy);
3. **Risk assessments** (I > Archive > Risk Assessments);
4. **Emergency Plan** appendices giving details of procedures to follow in event of fire and/or evacuation (D), lockdown (F), medical incident (K) (I > School Policies > School Emergency Plan).

All staff and visitors must ensure they are familiar with **risk assessments** relating to their activities (I > Archive > Risk Assessments).

As a starting point, staff and visitors must review the:

- **Premises Risk Assessment**
- **Visitors Risk Assessment**
- Other risk assessments which may be relevant to your role – e.g. DSEU assessment, lifting and handling risk assessment, or asbestos management plan.

**Policies and guidance documents** are available on the shared staff drive (I drive), or on request from the Health and Safety Officer or School Business Manager, and key documents are also available in the 'Visitor and Contractor Induction Folder' at the reception desk. Documents are updated on a cyclical basis, so you may notice some staff names are out-of-date on older documents. Please be assured they will be updated at the next review.

Links to **induction online Health and Safety training**, for anyone who hasn't already completed it, are on page 4.



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## Your Responsibilities

### Don't take risks

If you feel that something is unsafe, then stand back and think about the best way to deal with it. If you can't deal with it tell your employer. Workplace accidents are often the result of human behaviour, i.e. cutting corners, rushing a job, taking chances... think about the consequences of a bad accident and make sure you do everything you can to avoid it.

Don't make the mistake of thinking that the responsibility for worker safety, health and welfare rests solely with your employer. Under the law, employers certainly have a wide range of duties... but so do employees, including those that have part-time or temporary roles, regardless of any employment or contractual arrangement they may have.

### Your most important responsibilities as an employee are:

- **to take reasonable care** of your own health and safety
- if possible, to avoid wearing jewellery or loose clothing if operating machinery
- if you have long hair, or wear a headscarf, make sure it's tucked out of the way as it could get caught in machinery
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to be alert: be continuously on the lookout for anything that could lead to an accident. Be aware of the behaviour of your colleagues too. An accident caused by a co-worker could easily impact on others so if someone is behaving recklessly, bring it to the attention of your employer.
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- **to report** any injuries, strains or illnesses you suffer as a result of doing your job, your employer may need to change the way you work
- **to tell your employer** if something happens that might affect your ability to work, like becoming pregnant or suffering an injury - because your employer has a legal responsibility for your health and safety, they may need to suspend you while they find a solution to the issue or problem, but you will normally be paid if this happens
- if you drive or operate machinery, you have a responsibility to tell your employer if you take medication that makes you drowsy - if you have, they should temporarily move you to another job if they have one for you to do
- Use provides PPE correctly and follow the training and instruction you've been given. Ask if you need a different size.

**If you have concerns about health and safety at work** you should discuss them with your line manager, the Health and Safety Officer, or the School Business Manager.



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### Essentials

**Evacuation** procedures are on the back of visitor badges, and on the large yellow posters in every room. Please speak to a member of staff about specific fire evacuation procedures for the area you will be working in.

Our emergency evacuation signal is the fire alarm.

On discovering a fire or incident, please raise the alarm at the red call points.

Upon hearing the alarm sound please follow the emergency signage and make your way out of the building, to assemble on the playground.

Do not stop to collect belongings.

Only attempt to fight a fire if it blocks your only exit route.

The school has a number of **first aid** trained staff, who are listed on posters around school. In an emergency please contact Reception (internal extension 202) or the General Office (internal extension 203) for assistance.

The school premises contain areas of asbestos, which are kept safe through our **Asbestos Management Plan**.

No-one should disturb the fabric of the building (i.e. drill holes, or move ceiling tiles) without consulting the Asbestos Management Plan and signing the Register.

In some areas specific signage may give additional direction to premises users.

Further information should be sought from the SBM or H&S Officer.

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### September 2021 All Saints' Health and Safety Induction & Annual Refresher Pack Declaration

The online declaration, or this paper form, must be completed and returned to Ms Cat Gillies by 30<sup>th</sup> September.

I confirm that I have read the **September 2021 All Saints' Health and Safety Induction & Annual Refresher Pack**, comprised of the:

1. Overview;
2. Health and Safety Policy;
3. Risk assessments;
4. Emergency Plan.

Signed:

Name:

Role:

Date:



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### **Induction Online Health and Safety Training**

Create an account and sign into LCC Astute e-learning available here <https://lccschools.astute-elearning.com/Content/Login.aspx>

Complete:

- Health, Safety & Wellbeing - **Fire Prevention and Procedures**

As appropriate to your role, you should also complete:

- Health, Safety & Wellbeing – **Display Screen Equipment** (admin staff and others who regularly work with computers or screens)
- Health, Safety & Wellbeing – **Ladder Safety** (site staff, and those who put up displays and stage sets, etc)
- Health, Safety & Wellbeing – **COSHH** (premises managers, site staff, catering staff, technicians, and others who come into contact with cleaning products and chemicals)
- Health, Safety & Wellbeing – **Management of Contractors** (premises managers, site staff, reception staff, premises managers)
- Health, Safety & Wellbeing – **Water Hygiene and Legionella** (premises managers, site staff)
- Health, Safety & Wellbeing - **Driving at work** (anyone who drives for school, including for home visits or transporting children, for meetings, etc)
- Health, Safety & Wellbeing – **Asbestos Awareness and Management** (premises managers, site staff)

When you have completed the DSE User module, if relevant, you should complete a copy of the DSE user self-assessment available here: <http://www.hse.gov.uk/pubns/ck1.pdf>, and give it to the SBM.