

**All Saints' Roman Catholic High School,  
A Voluntary Academy  
part of  
Romero Catholic Academy Trust**



*Luceat Lux Vestra*

## **Health and Safety Policy**

**Updated: Summer 2023  
To be reviewed: Summer 2024**

**Responsibility of: Headteacher and School Operations Manager**

**Policy Approval:**

A handwritten signature in black ink, appearing to read 'F. Hall'.

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Signature of Headteacher

\_\_\_\_\_  
19<sup>th</sup> September 2023

Date

A handwritten signature in black ink, appearing to read 'R. White'.

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Signature of Chair/Vice-Chair of LGB

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19<sup>th</sup> September 2023

Date

# Mission Statement

All Saints' is a school where the Catholic faith is taught,  
lived and celebrated.

We will educate the whole person  
spiritually, morally and intellectually.

We embrace Catholic values in all we do  
and in all our relationships.

We will identify and cater for the individual student's  
needs and prepare them for  
responsible participation in society.

Our aim is to follow Christ's teaching,  
as found in the Gospels,  
in everything we do.



**HEALTH AND SAFETY POLICY**  
**Incorporating the Local Health and Safety Arrangements for:**



**ALL SAINTS' ROMAN CATHOLIC HIGH SCHOOL 14/504**  
**Haslingden Road**  
**Rawtenstall**  
**Lancashire**  
**BB4 6SJ**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Romero Catholic Academy Trust Health and Safety Policy which can be found at <https://www.romerocat.com/>

As an Academy School the Multi Academy Trust is the employer and the overall accountability for Health and Safety lies with the Trust. However, individual school-based responsibility for Health and Safety is delegated to the individual Headteacher. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school, though tasks may be delegated to other staff. The Local Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the Academies Financial Handbook and the School Teachers Pay and Conditions Document

Signed:	Signed:
On behalf of the School 	On behalf of the Local Governing Body 
Head Teachers name: Mrs F. Lord	Chair of Governors name: Mrs R Wilson
Date: 19 <sup>th</sup> September 2023	Proposed Review date: Summer 2024

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Headteacher – Mrs F. Lord</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health &amp; Safety Co-ordinator):</p>	<p>School Operations Manager (H&amp;S Officer) – Kate Hodson</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits</p>	<p>School Operations Manager (H&amp;S Officer) Curriculum Leaders Line Managers Site Supervisors IT Network Manager</p> <p>Fire Safety – Site Supervisors/ School Operations Manager Premises –Site Supervisors/ School Operations Manager Out of Hours – Site Supervisors/ School Operations Manager Educational Visits – School Operations Manager</p>
<p>The Health &amp; Safety plans for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&amp;S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:</p>	<p>Local Governing Body Headteacher delegating to the School Operations Manager</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and their nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</li> </ol>	

## **School's Commitment**

The Board of Governors and the Senior Leadership Team are committed to providing and maintaining a safe and healthy working environment for all employees, students, visitors, contractors and other persons having access to our premises. We recognise our statutory duties under modern safety legislation; in particular:

- The Management of Health and Safety Regulations
- The Fire Precautions (Workplace) Regulations
- The Personal Protective Equipment at Work Regulations
- The Health and Safety (Display Screen Equipment) Regulations
- The Health and Safety (First Aid) Regulations

To meet the requirements of this Policy Statement, the Head Teacher/ Local Governing Body and/or their nominated representatives will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
- f) comply with appropriate directions given by the county council on health and safety requirements
- g) act in accordance with the relevant provisions in the Academies Financial Handbook and the School Teachers Pay and Conditions Document;

The school will:

- upon request make health and safety procedures and documentation available for inspection specific upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

## **Health and Safety Risks Arising from Work Activities**

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

**Further Health & Safety information and guidance is available on the Lancashire School Portal Website, and on the Health and Safety Executive Website.**

Risk assessments will be undertaken by:	All Curriculum Leaders and Departmental Line Manager, then reviewed by School Operations Manager (Kate Hodson)
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The significant findings of risk assessments will be reported to:	School Operations Manager & H&S Officer (Kate Hodson)
Action required to remove/control risks will be approved by:	Curriculum Leaders and Departmental Line Managers, then reviewed by School Operations Manager & H&S Officer (Kate Hodson)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Curriculum Leaders and Departmental Line Managers, then reviewed by School Operations Manager & H&S Officer (Kate Hodson)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Curriculum Leaders and Departmental Line Managers, then reviewed by School Operations Manager & H&S Officer
Risk Assessments will be reviewed regularly (annually is recommended) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Curriculum Leaders and Departmental Line Managers, then reviewed by School Operations Manager & H&S Officer

### **Consultation with employees**

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	NASUWT Trade Union Representative Mrs Louise Kershaw
Consultation with employees is provided via:	Policy review procedure; induction and annual refresher; documents are emailed to staff for awareness; training is actioned for key members of staff; Drills are actioned for awareness and compliance; weekly Headteacher briefing.

### **Safety representatives**

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.

- Make representations to the Headteacher/ Local Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

### **Safe Plant and Equipment**

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets the required health and safety standards before it is purchased.

Responsible Person(s) for identifying all equipment/plant needing maintenance	All Curriculum Leaders Departmental Line Managers Site Supervisors School Operations Manager
Responsible person(s) for ensuring effective maintenance procedures are drawn up	Site Supervisors (Joe Grcar / Brian Trickett) School Operations Manager (Kate Hodson)
Responsible person(s) for ensuring that all identified maintenance is carried out:	Site Supervisors (Joe Grcar / Brian Trickett) School Operations Manager (Kate Hodson)
Any problems found with equipment should be reported to:	Site Supervisors (Joe Grcar / Brian Trickett) School Operations Manager (Kate Hodson)
Responsible person(s) to check that new equipment meets any required health and safety standard before it is purchased	Site Supervisors (Joe Grcar / Brian Trickett) School Operations Manager (Kate Hodson)

### **Information, Instruction and Supervision**

The Health and Safety Law poster is displayed at	Locations(s) Staffroom, Reception, School Kitchen
Health and Safety Advice is available from:	H&S Officer (Kate Hodson) Ext 203
Induction, supervision of trainees/work placements will be arranged/undertaken/monitored by;	School Operations Manager (Kate Hodson) Ext203 Business Support Officer - HR (Becki Thompson) Ext263
Health & Safety in shared premises (where applicable) is managed by;	School Operations Manager (Kate Hodson) will ensure that any employees working at locations under the control of other employer are provided with relevant information to ensure their health and safety - lettings

### **Competency for Tasks and Training**

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate.

Induction training will be provided for all employees by:	School Operations Manager (Kate Hodson) Ext203 Business Support Officer - HR (Becki Thompson) Ext263
Job specific training will be provided by:	Curriculum leaders / Line Managers arranging external training providers where necessary.
Jobs requiring specific health and safety training are:	Site Supervisors, cleaners, technicians, practical-subject staff (e.g. PE, technologies) Identified via H&S induction and Staff Appraisals
Training records are kept at/by	Business Support Officer - HR (Becki Thompson) Ext263 on employee personal records
Training will be identified, arranged and monitored by;	Business Support Officer - HR (Becki Thompson) Ext263 Curriculum Leaders Departmental Managers then reviewed by School Operations Manager

### **Accidents, first aid and work-related ill health**

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Ensure that there are adequate arrangements in place to provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities.

The first aid box(es) is/are available:	General Office (main) Attendance Office Smaller boxes in: Food Technology, DT,
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	Science, Site Supervisor Office
The first aider(s) and appointed person(s) is/are:	See posters around school or contact General Office
All accidents and cases of work-related ill health are to be reported to:	School Operations Manager
Health surveillance is required for employees doing the following jobs within the school:	Pregnant employees in any role. Are disabled Employees with known disabilities or health conditions in any role*
Health surveillance will be arranged by:	School Operations Manager (Kate Hodson) Business Support Officer – HR (Becki Thompson)
Health surveillance/ records will be kept by/ at:	Business Support Officer – HR (Becki Thompson) on staff personnel file

\*e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

### **Emergency procedures - fire and evacuation**

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	School Operations Manager
Escape routes are checked by/every:	Weekly, by Site Supervisors
Fire extinguishers are maintained and checked by/every:	Contractor arranged by Casserly Property Management, annually
Alarms are tested by/every:	Site Supervisors, weekly
The emergency evacuation procedure is tested every:	Evacuation drill, termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	School Operations Manager / Headteacher/ Local Governing Body.

### **Performance Monitoring**

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will</p> <ol style="list-style-type: none"> <li>1) conduct weekly premises walk arounds and annual workplace inspections. These are carried out by:</li>   <li>2) Review all risk assessments regularly (at least every three years for task risk assessments and the technical aspects of the fire risk assessment; annually for the non-technical aspects of the fire risk assessment and every five years for COSHH assessments) or in the event of any significant changes. This function is carried out by:</li> </ol>	<p>Site Supervisors/ School Operations Manager/ Headteacher Local Governing Body</p> <p>See section: <b>Health and Safety risks arising from work activities</b> for responsibility details</p> <p>School Operations Manager</p>
<p>Responsible person for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p>School Operations Manager / Headteacher</p>
<p>Responsible person for investigating work-related causes of sickness absences.</p>	<p>School Operations Manager / Business Support Officer -HR / Headteacher</p>
<p>Responsible person for acting on investigation findings to prevent recurrences.</p>	<p>School Operations Manager / Headteacher</p>

**TABLE OF OCCUPATIONAL HEALTH AND SAFETY TOPICS/ACTIVITIES THAT APPLY**

<b>Occupational Health &amp; Safety Topic/Activity (Note this is not a comprehensive list)</b> Information and Guidance is available on the LCC Health, Safety and Quality Team Website	<b>Applicable (√)</b>	<b>Who to ask for information about the school's arrangements</b>
Accident Reporting, Recording and Investigation	√	School Operations Manager (SOM)
Asbestos Management Plan	√	School Operations Manager (SOM)
Bodily Fluids (urine; blood; faeces; vomit)	√	Site Supervisors/ School Operations Manager
Catering	√	Catering Manager/School Operations Manager
Cleaning/ caretaking	√	Site Supervisors/ School Operations Manager
Control of contractors	√	Site Supervisors/ School Operations Manager
Control of Substances hazardous to health (COSHH)	√	School Operations Manager
Disability access – H&S implications	√	School Operations Manager / SENCO
Display Screen Equipment and eye tests	√	School Operations Manager
Driving at Work	√	School Operations Manager
Electrical Safety for example installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Site Supervisors/ School Operations Manager
Emergency Procedures other than Fire e.g. flood, services failure	√	School Operations Manager
Extended school and community use	√	School Operations Manager
Falling Objects/Safe storage	√	Site Supervisors / School Operations Manager
Fire Safety	√	Site Supervisors / School Operations Manager
First Aid	√	School Operations Manager
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Site Supervisors / School Operations Manager
Home Visits	√	School Operations Manager
Induction & Training – Health and Safety & Safeguarding	√	School Operations Manager/ Business Support Officer- HR/

		DSL
Infection control including needles and needlestick injuries	√	School Operations Manager
Information communication	√	School Operations Manager
Lettings to non-school groups	√	School Operations Manager
Manual Handling	√	School Operations Manager
Minibuses	√	School Operations Manager
Mobile phones – use of	√	Designated Safeguarding Lead
Monitoring	√	Headteacher/ Local Governing Body
Personal safety including lone working and violence and aggression	√	School Operations Manager / DSL
Playgrounds and external areas	√	Site Supervisors / School Operations Manager
Ponds and Water features	n/a	
Premises Management	√	Site Supervisors / School Operations Manager
Pupil moving and handling (Special Educational Needs)	√	SENDCO
Pregnant employees and nursing mothers	√	School Operations Manager / Business Support Officer - HR
Reporting of H&S concerns/faults	√	School Operations Manager
Risk Assessment and hazard identification	√	Department/ Subject Leader or Line Manager, then reviewed by School Operations Manager
Security of premises	√	Site Supervisors/ School Operations Manager
Severe Weather including winter gritting	√	Site Supervisors/ School Operations Manager
Shared use of buildings	No	N/A
Sharps for example broken glass in building or on grounds	√	Site Supervisors/ School Operations Manager
Sports Equipment installations/ inspections	√	School Operations Manager
Stress	√	School Operations Manager
Swimming pools	No	N/A
Temporary and supply staff	√	Exams, Assessment & Cover Manager / Deputy Headteacher / School Operations Manager
Transport safety/vehicle movement – arrangements for	√	Site Supervisors/ School Operations Manager

vehicle movement, carparking and vehicle/pedestrian segregation on the site		
Visitor and volunteer's safety	√	School Operations Manager
Waste storage and disposal	√	Site Supervisors/ School Operations Manager
Water hygiene (Legionella, lead etc.)	√	Site Supervisors / School Operations Manager
Work equipment and machinery	√	Site Supervisors/ School Operations Manager
Working at height – ladders, access equipment etc.	√	Site Supervisors/ School Operations Manager
Workplace Inspection	√	School Operations Manager, Headteacher, Local Governing Body

#### **TABLE OF NON-OCCUPATIONAL HEALTH AND SAFETY TOPICS/ACTIVITIES THAT APPLY**

<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b> (Information and Guidance available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Who to ask for information about the school's arrangements</b>
Administration of medication	√	School Operations Manager / SENDCO
Educational Visits	√	Education Visits Co-ordinator
Food safety and hygiene	√	Food Technology Subject Leader/ Catering Manager
Outdoor activities	√	School Operations Manager / Education Visits Co-ordinator
PE Equipment	√	PE Subject Leader / School Operations Manager
Pupil handling and restraint	√	Headteacher/ Deputy Headteacher
Grounds maintenance	√	Site Supervisors/ School Operations Manager
Pupil movement and flow	√	Headteacher/ Deputy Headteacher
School transport	√	School Operations Manager
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	Science Curriculum Leader
Smoking	√	SCHOOL IS A NON-SMOKING SITE
Special needs of pupils Health & Safety issues	√	SENDCO

Stage and drama activities	√	Performing Arts Curriculum Leader
Supervision of pupils	√	Headteacher/ Deputy Headteacher
Technology rooms and equipment	√	Curriculum Leader
Wearing of jewellery	√	School Operations Manager
Work experience	√	School Operations Manager

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

Attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services, and the risks associated with Educational & Off-Site Visits will be carefully assessed and appropriate health & safety arrangements put in place.