



Our Lady and All Saints

Catholic Multi Academy Company

Strong in Faith

Health and Safety Policy

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1.0 INTRODUCTION

As an employer, Our Lady and All Saints MAC (the MAC) has overall responsibility for the health, safety and welfare of employees and pupils in the academies (as well as anyone who uses or visits our sites). Our Lady and All Saints MAC recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The MAC will support its schools in putting in place clear policies which focus on the key risks, and in checking that control measures have been implemented, and remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, health and safety will be discussed each term at the Board's Meetings (support by the Estates/Health and Safety Working Party Meetings)

Although overall accountability for health and safety and welfare lies with the Directors of the MAC, exercised via Chief Executive Officer/Catholic Senior Executive Leader (CEO), day-to-day responsibility for the health and safety of employees and students (and others) in individual academies is delegated to the Head Teacher, assisted by the designated Competent Person for the MAC (Health and Safety Consultant), who in turn will delegate particular functions to other employees, in particular the Facilities Manager and Site Management Teams.

The Local Governing Body (LGB) in each School plays an important role in ensuring strategic direction, and will work in close partnership with the Head Teacher and Senior Management Team of the School, and relevant employees of the company, to ensure effective health and safety management.

2.0 STATEMENT OF INTENT

Our Lady and All Saints Catholic Multi Academy Company (“the MAC”) recognises and accepts our legal and moral duties to provide for the health, safety and wellbeing of our employees, pupils and any other person who may be affected by our activities both at each school and during off-site visits.

As the employer, the MAC Board of Directors retains overall responsibility for ensuring that suitable health and safety management systems are in place and for establishing suitable systems within each of our schools at a strategic level.

The Board of Directors appoints a ‘Competent Persons’ to provide support, advice and guidance to the schools on health, safety and welfare issues for both health and safety in school and for educational visits approval and notification.

Overall, MAC health and safety performance contributes to each school’s overall performance by helping to reduce injury, ill health, losses, and liability, and we view our health and safety responsibilities as equally important to everything else we do. We are committed to continuous improvement in our health and safety performance and will ensure that sufficient resources are made available to achieve this.

We will ensure, so far as is reasonably practicable, that we provide safe premises and working environments, safe equipment and substances, safe activities, and systems of work. We will provide suitable information, instruction, training, and supervision to ensure we achieve and maintain excellent levels of health and safety. Legal compliance in all areas is deemed to be the minimum standard to be attained. We will establish suitable arrangements to deal with emergencies and school security.

Suitable and sufficient risk assessments will be used as a tool throughout our activities to ensure that our health and safety arrangements are adequate.

Everybody is expected to play their part and we recognise that, for health and safety management to be successful, all parties must be actively involved. People are our key resource, not only our employees, but also the governing bodies of each of our schools, parents/carers, pupils, volunteers, contractors, and any partner organisations we work with.

To help ensure the active involvement of all parties, effective communication and consultation arrangements will be established through regular directors, governor and staff meetings, communication with school unions, and through other arrangements including induction, health and safety noticeboards, and contractor control procedures. We will employ other methods to communicate our policy and arrangements as we deem appropriate.

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with each school Headteacher. The Headteacher will ensure that the Board of Directors, Governing Body and ‘Competent Person’ are kept informed of accidents and any other relevant health and safety issues, and that competent health and safety advice is sought where required. The Headteacher will appoint others to specific roles and will delegate tasks which help to support the school’s health and safety arrangements.

The MAC organisation chart is outlined in Part 3 of this Policy which includes details of persons undertaking specific health and safety roles.

Staff throughout each school have responsibility not only for their own health and safety but also for that

of any pupils or others under their control. All employees are expected to co-operate and to contribute towards meeting excellent health and safety performance in all school activities.

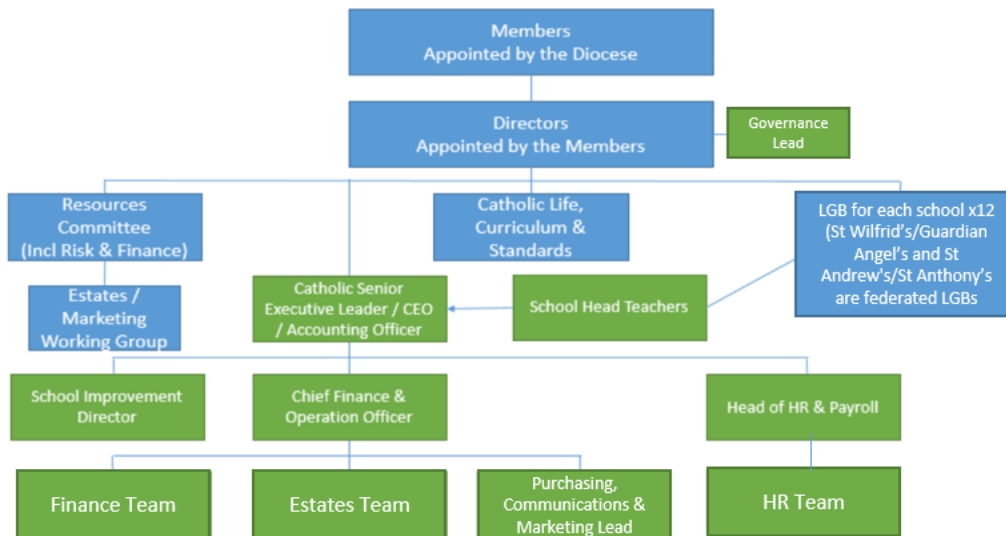
Whilst adopting excellent health and safety standards is viewed positively and contributes to the overall performance of each school, failure to adopt adequate procedures will be taken very seriously by the MAC. Where required appropriate disciplinary procedures will be implemented.

To ensure we are achieving adequate health and safety standards arrangements will be put into place to monitor and review the performance of each of our schools. These will include regular audits conducted, periodic monitoring of our health and safety arrangements, regular inspection of our equipment and premise and the monitoring of accident and work-related ill health data. Levels of work-related accidents and ill health are deemed to be an indicator of management control and not necessarily the fault of individuals.

This statement of policy on health and safety at work is made in accordance with section 2(3) of the Health and Safety at Work Etc. Act 1974 and represents a summary of the MAC and each of our school's organisation and arrangements. This statement and the school's documented arrangements will be made freely available to all staff and other interested parties on request.

This policy statement and relevant arrangements will be reviewed at least annually to ensure they remain effective and up to date.

3.0 ORGANISATION AND RESPONSIBILITIES



3.1 Responsibilities of the Local Governing Board (LGB)

The LGB will ensure that:

- A. The Head Teacher, in liaison with the Health and Safety Consultant, CFOO and Facilities Manager provides a local School Health and Safety Policy, to be reviewed as required, but at least every 2 years
- B. The requirements of health and safety legislation are met, which includes undertaking suitable and sufficient risk assessments which are recorded and reviewed as necessary, at least every 2 years
- C. The School budget is managed on a risk priority basis, so that health, safety and welfare are maintained
- D. Effective health and safety planning and target setting takes place within the School, and regular monitoring, auditing and review of health and safety performance are undertaken
- E. The health and safety functions and duties of all employees are discharged in line with this policy, and the policy
- F. All employees are fully aware of their duties and responsibilities, and they are competent to meet these expectations
- G. Effective communication exists between the Head Teacher, CFOO, FM, H&S Consultant Governors, employees, parents/carers, pupils and other stakeholders in respect of health and safety matters
- H. The Head Teacher recognises and defines the roles of specialists and the means of effectively liaising with them
- I. Adequate resources are made available to ensure effective health and safety management.

3.2 Responsibilities of the CFOO (supported by FM) will:

- A. Prepare and implement health & safety strategies, and develop preventative and remedial internal policies and procedures which promote health and safety and safe working practices.
- B. Carry out regular site inspections and audits to ensure policies, procedures and requirements are being effectively implemented.
- C. Monitor accidents and incidents, reporting incidents to the relevant enforcement agency.
- D. Carry out accident investigations on site, producing any necessary reports and recommendations.
- E. Ensure equipment and methods of work are safe, and relevant assessments of risk have been undertaken to satisfy their compliance with statutory requirements and codes of practice.
- F. Be responsible for the practical and operational implementation of, and monitoring of, health & safety policies and procedures, in order to ensure full and continual compliance with relevant statutory health & safety legislation and regulations.
- G. Maintain and upkeep all health & safety records.
- H. Be responsible for liaison with regulatory authorities and other external agencies as required.
- I. Attend committee meetings and represent the School/service users on any other associated meetings within the remit of the role.
- J. Carry out risk assessments under various legislation in the context of the premises and operational activities.
- K. Produce appropriate reports for LGB, Board of Directors, and stakeholders when required.
- L. Advise the Head Teacher to immediately stop any work process, plant or equipment (including contractor's operations) where it is considered a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of employees, pupils or visitors to the School.
- M. Ensure the online estates management system - Every is used as a tool to ensure compliance.

3.3 Responsibilities of H&S Consultant

- A. Act as the 'Competent Person' in line with Regulation 7 of the 'Management of Health and Safety Work Regulations 1999'.
- B. Monitor accidents and incidents, reporting incidents to the relevant enforcement agency.
- C. Carry out major accident investigations on site, producing any necessary reports and recommendations.
- D. Provide practical guidance, advice and support on all health & safety matters, relevant to the operations of each School within the MAC and client schools.
- E. Advise and assist site employees with health and safety matters relating to the estate.
- F. Attend committee meetings and represent the School/service users on any other associated meetings within the remit of the role.
- G. Produce appropriate reports for LGB, Board of Directors, and stakeholders when required.

3.4 Responsibilities of the Head Teacher

In accordance with their health and safety policy manuals, the Board of Directors and LGB have placed the day to day management of health and safety on the Head Teacher. The Head Teacher will liaise with, and be advised by the CFOO, FM and H&S Consultant to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their School.

The Head Teacher will ensure that:

- A. This policy and other appropriate health and safety information is communicated to all employees, Governors, and others operating at the School site.
- B. Effective arrangements are in place to proactively manage health and safety, by conducting and reviewing inspections, and risk assessments, and implementing required actions. The risk

assessment process should:

- i. Eliminate accident potential as far as is reasonably practicable
 - ii. Be reviewed regularly, and updated as appropriate, including after accidents; together with relevant employees and, where necessary, the competent health and safety manager
 - iii. Conform to statutory regulations, codes of practice and guidance, and to good practice
 - iv. Take account of individual personal requirements, including those with; protected characteristics, poor literacy skills. and English as an additional language
 - v. Pay particular attention to pupils, service users, visitors and contractors who may be unaware of dangers and risks
- C. The School budget is managed on a risk priority basis, so that health, safety and welfare is maintained and reported to the LGB.
 - D. Premises are managed in line with health and safety requirements, and statutory inspections of plant and equipment are undertaken, and site inspections take place at regular intervals.
 - E. Instruction, information, training and supervision are provided as necessary to ensure employees are competent to carry out their roles.
 - F. The right of trade unions in the workplace is recognised regarding employee health and safety.
 - G. Consultation arrangements are in place for employees and their trade union representatives (where appointed).
 - H. Purchasing and contracting procedures ensure health and safety is included in specifications and contract conditions.
 - I. Health and safety responsibilities are identified within job descriptions, as required.
 - J. In collaboration with the FM, ensure that health and safety data is evaluated, monitored and reviewed formally once a year, or where there are significant changes.
 - K. The LGB (and Board as necessary) is informed of any breach of health and safety statutory requirements.
 - L. All welfare facilities are provided and maintained to an appropriate standard.
 - M. The online estates management system Every is used as a tool to ensure compliance.

3.5 Responsibilities of the Site Manager/Site Supervisor/Caretaker

The Estate/Site Manager/Caretaker will ensure that:

- A. Safe means of access and egress are maintained.
- B. The premises are kept clean and that adequate welfare facilities are provided.
- C. Safe working arrangements are in place when contractors are working on the premises.
- D. Adequate security arrangements are maintained.
- E. Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- F. Adequate systems are in place for the management of asbestos and control of legionella.
- G. All premises-related accidents/incidents are recorded and investigated.
- H. Regular inspections of the premises take place, with safety representatives invited to take part.
- I. A copy of the Health and Safety Law poster is displayed in an easily accessible location.
- J. The online estates management system - Every is used as a tool to ensure compliance.

3.6 Responsibilities of Senior Leadership Team

Members of the Senior Leadership Team may be required to undertake any of the Head Teacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Middle leaders may also be expected to oversee health and safety matters relating to their curriculum areas or as delegated by the Senior Leadership Team.

Senior Leadership Team will ensure that:

- A. The health and safety policy is applied to their own department or area of work.
- B. Employees under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS etc.)
- C. Risk assessments are in place and control measures identified for all activities undertaken in areas which they are responsible for and professional knowledge and input are provided, as required.
- D. Appropriate safe working procedures are brought to the attention of all employees.
- E. Immediate appropriate action is taken 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. Inform the Head Teacher of any problems they are unable to resolve within the resources available to them.
- F. Regular inspections, as appropriate, of their areas of responsibility are carried out and report / record these inspections.
- G. Sufficient information, instruction and supervision is provided to all stakeholders.
- H. Employee health and safety training needs are identified, with the support of the FM, to enable employees and pupils and visitors to avoid hazards and contribute positively to their own health and safety.
- I. Any new employees receive specific health and safety induction training, and that this is recorded.
- J. All injuries, occupational illnesses, fires, incidents of aggression at work and near misses are immediately reported to the Head Teacher/designated person and investigated promptly. These are reported to the MAC in a timely manner.

3.7 Responsibilities of all Employees

Implementation of the policy is a management responsibility but the cooperation of all employees is essential.

All staff employed by the School will act responsibly to ensure that:

- A. They take reasonable care of the health and safety of themselves, and others in undertaking their work.
- B. They comply with Health and safety policies, procedures, and any verbal instructions in the interest of securing health and safety at all times.
- C. They report all accidents, incidents and near misses in line with the reporting procedure.
- D. Work equipment, or anything provided in the interests of health and safety are used correctly.
- E. Equipment or fittings provided in the interests of health, safety and welfare are not interfered with or misused.
- F. They report any defects in the condition of premises, plant, equipment or fittings are to their line manager as soon as possible.
- G. They follow all necessary control measures, and use personal protective equipment provided for safety or health reasons.
- H. They share specialist or professional knowledge required to inform the development of risk assessments and control measures in their area .
- I. They use any specialist training to undertake dynamic risk assessments in difficult, or emergency situations.
- J. They attend Health and safety training courses, as appropriate, and they have knowledge of all relevant processes, materials and substances which they use.
- K. They are sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace, and refrain from any form of horseplay, improvisations or shortcuts that could create unnecessary risks to health and safety.
- L. They are aware of, and adopt safety measures within their areas.

3.8 Responsibilities of Volunteers and Visitors All volunteers and visitors will:

- A. Follow all safety instructions issued by staff members during their time at the School or when on School visits.
- B. Follow all instructions issued by any MAC employee in case of emergency.
- C. Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- D. Inform a member of staff of any situation which may affect their safety or that of other students or staff.

3.9 Responsibilities of all Pupils

All pupils will be encouraged by staff members to follow safe working practices and observe safety rules during all times at the School, and while taking part in external School functions, or educational visits.

4.0 ARRANGEMENTS

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

4.1 Setting Health and Safety Objectives

The Board of Directors, CSEL, Governors and Head Teachers will specifically review progress of health and safety objectives at LGB and Board meetings. Where necessary, health and safety improvements will be identified and included within each School action plan (POAP).

4.2 Establishing Adequate Health and Safety Communication Channels

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

- Line management meetings and staff meetings at site;
- The minutes of the Board and LGB meetings where health and safety is a standing agenda item;
- Provision of information relating to safe systems of work and risk assessments;
- Communication of advice from School's Advisors and Educational Officers;
- Communication of health and safety bulletins etc
- Communication with relevant specialist advisors and appropriate representatives.

4.3 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the School in writing if a health and safety representative has been appointed and, where this is the case, the School will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The local School will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The local School will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake, as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

4.4 Health and Safety Policies and Procedures

Each School will adopt the MAC's arrangements and establish its own arrangements, which will be set out in school safety manual, for addressing health and safety areas.

4.5 Specialist Advice and Support

Specialist advice and support will be obtained from external advisors, selected partners (eg for statutory tests etc) or any other bodies with authority to advise.

4.6 Financial Resources

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

5.0 MONITORING

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Directors on a regular basis, or as required.

The H&S Consultant will advise on any statutory updates that need to be included in a version review.

5.1 Health and Safety Action Plan and Objectives

All other sub committees or working parties of the Board will ensure that all health and safety objectives and actions are documented and carried out in a timely manner.

5.2 Accidents/Incidents

The Head Teacher will ensure that accidents and incidents are reported and monitored in line with legislation, and the MAC procedures. The Every system is to be used for the reporting of major accidents to pupil, staff or visitor/contractor.

Incidents which fall within requirement of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR) will be brought to the attention of the Chair of the relevant LGB, and the H&S Consultant, FM and CFOO as soon as possible.

5.3 Third Party Monitoring/Inspection

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

- Ofsted
- Health and Safety Audits by external auditors

The MAC arranges for a bi-annual H&S review by the engaged H&S Consultant to ensure that legislative minimum is being met.

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

Related policies

ICT Acceptable Use for Staff

Stress at Work Policy

Well-being Policy

Whistleblowing Policy

Relevant Codes of Conduct