

# **Mary of the Cross Federation**

(Holy Cross Catholic Primary School and The Cathedral School of St Mary)

## **HEALTH AND SAFETY POLICY**

### **1. HEALTH AND SAFETY POLICY STATEMENT**

This policy statement is the local supplement to Plymouth CAST Multi-Academy Trust Health and Safety Policy. Mary of the Cross Federation Governing Body and Senior Management Team recognise and accept their responsibilities under law and under Plymouth CAST's scheme of delegation for local management of schools.

1.1 Mary of the Cross Federation recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.

1.3 The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- To set out duties and responsibilities.
- To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

1.4 Mary of the Cross Federation Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

- 1.5 A copy of this statement is on public display on a dedicated noticeboard exclusively for Health and Safety matters and has been provided to each member of staff.
- 1.6 The Policy statement, together with the organisation and arrangements and procedures, has been approved by Mary of the Cross Federation Governing Body.

## **2. ORGANISATION**

- 2.1 The Headteacher of Mary of the Cross Federation, Mr Paul Cotter has overall responsibility for the implementation of this Policy. To facilitate this, the Head is designated the Health and Safety Co-ordinator. The Head is supported in this role by a nominated Health and Safety Governor which is Mr Tim Driscoll. Each member of the teaching staff will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can be continuously improved.
- 2.2 All employees, regardless of status or seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. All staff should only use equipment provided and safe working methods that have been risk assessed in writing by a competent person.
- 2.3 Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. This includes observing all the health and safety rules of the school and in particular the instructions of staff. Whilst on school premises, staff are ultimately responsible for the health and safety of all pupils and visitors under the age of 18.
- 2.4 Visitors and members of the public are obliged to co-operate with the health and safety arrangements put in place by the school when using the school premises or land.

### 3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

#### Risk Assessment

- 3.1 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher and other members of the Senior Leadership Team to ensure that relevant risk assessments are maintained and kept up to date.
- 3.2 The school will be following the guidance contained within the Plymouth CAST Health and Safety Policy. In addition, the following school specific arrangements are in place:
- **Accident/Incident Reporting:** Every injury should be reported logged on an incident report form and retained in the school office. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident is believed to be covered by RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations) then Plymouth CAST are to be informed as soon as possible. The CAST threshold for RIDDOR is if medically qualified intervention is required, and/or a child is sent home for medical reasons associated with an accident or incident (not a pre-existing condition).
  - **Consultation:** Employees with concerns should normally raise them with the Headteacher as the Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from Plymouth CAST, on any concerns of employees, which cannot be resolved locally.
  - **Contractors:** Contractors carrying out work for the School will be vetted for their Health and Safety performance by Plymouth CAST's facility management contractor. Contractors will be required to act in accordance with this Policy and Mary of the Cross Federation specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

- **Curriculum Safety:** The school recognises that programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the necessary supervision to ensure safety. School staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- **Fire Safety:** The person responsible for carrying out the schools fire risk assessment is the Headteacher. All school arrangements for fire prevention and dealing with an emergency are contained within the schools emergency fire plan.
- **Inspection and Monitoring:** The Headteacher / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.
- **Lettings/shared use of premises:** The governing body will ensure that the hirer/tenant has public liability insurance and share all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment and insurance policy where their activities could compromise the safety or health or the building or occupants.
- **Medication Arrangements:** There is no legal duty requiring the school to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to a school and therefore the schools arrangements will be assessed case by case according to individual pupil need. We do however as a school record administering medicines and forms are retained in the office.
- **Moving and Handling:** Any activities that involve significant manual handling tasks must be risk assessed and where appropriate, training provided for staff. The guidance for this is any object of more than 5kg.
- **Offsite Visits:** Many of the Cross Federation will use the Evolve system for any off-site visits away from school premises. If access to Evolve is not available or an itinerary changes at short notice then a standard Risk Assessment will be used. The Educational Visits Co-ordinator for the school is Mrs B Watters.

- **School Partnerships:** School linked partners and hirers, will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.
- **Training and Information:** Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records mainlined by the Headteacher. Any specific safety related responsibilities associated with an individual employee's role will be recorded in their employee record in the Schools Information Management System (SIMS).

#### **4. POLICY REVIEW**

- 4.1 This Policy, its organisation and arrangements will be reviewed annually. The Governing Body will receive a summary interim report covering key issues, based on the Annual Risk and Safety Review, at least termly.