



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



Health and Safety Policy

Version 1.03

Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
- Being an example of healing, compassion and support for the most vulnerable in our society

3 John 2: 2 GNT

2 My dear friend, I pray that everything may go well with you and that you may be in good health—as I know you are well in spirit.

This Policy was approved and adopted by the Academy Trust Company on:	15 th February 2019
Policy Review date:	15 th February 2020
Reviewer:	Dave Burrough / OLOL Trust

Our Lady of Lourdes Catholic Multi-Academy Trust - Company Number: 7743523
Registered Office: 1st Floor, Loxley House, Riverside Business Park, Tottle Road, Nottingham NG2 1RT

Contents

This policy is in three parts.

1. Health and Safety Policy Statement
A statement of general policy based on legal duties under the Health and Safety at Work etc. Act 1974 [section 2 (3)].
2. Organisation of Duties
Explains the allocation of functions to individuals i.e. who does what as regards to health and safety management.
3. Arrangements
How health and safety functions allocated to individuals are carried out.

1. Health and Safety Policy Statement

Our lady of Lourdes Catholic Multi-Academy Trust will:

- Promote an effective safety culture throughout the Trust
- Ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety so far as is reasonably practicable.
- Consult with our employees on matters affecting their health and safety.
- Provide information, instruction, training and supervision for employees.
- Ensure that employees are 'competent' to carry out their activities.
- Provide adequate welfare facilities for employees and pupils.
- Monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety.
- Review the systems in place that manage health and safety and to revise it as necessary on an annual basis.

This policy will be brought to the attention of all employees and will be kept readily available for employees on the Trust website.

2. Organisation of Duties

Duties of the Trust

The ultimate responsibility for health and safety rests with the employer although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers (as detailed below).

The Board of Directors will:

- Establish mandatory health and safety policies and outcomes that academies will follow and achieve.
- Monitor academies' compliance with legislation and policies.
- Monitor academies' health and safety performance.
- Provide direction as necessary to academy management in the interests of health and safety.
- Ensure that academy management are appropriately trained in health and safety principles.
- Ensure any trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Ensure that arrangements are in place to consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

Duties of the Chief Executive

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for board meetings.
- Appoint a "Trust Health and Safety Coordinator" for the Trust to demonstrate its strategic importance.
- For the purpose of maintaining health and safety legal compliance and/or complying with the Trusts health and safety aims and objectives direct an academy to take compulsory action.
- Ensure that competent health and advice is available as referenced in Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Ensure Health and safety regularly appears on the agenda for board meetings.
- For the purpose of maintaining health and safety legal compliance and/or complying with the Trusts health and safety aims and objectives direct an Academy to take compulsory action.
- Ensure that competent health and advice is available as referenced in Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Duties of the Director of Estates

The Director of Estates will:

- Act as "Health and Safety Coordinator" for the Trust.
- Ensure that the Trust properly discharges its duties under its Health and Safety Policy.
- Review and develop existing and new Health and Safety policies in line with statutory requirements.
- Coordinate with Academies ensuring the implementation of the Trust's policies and procedures in relation to maintaining health and safety statutory documentation and ensuring that the Trust discharges its duties.
- Coordinate with Academies ensuring that health and safety management systems, processes and practices are consistent, coordinated and synchronized across all of the Academies in the Trust.

- Ensure that facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff and contractors who are competent.

Responsibilities of Academy Governing Bodies

Governing Bodies will:

- Take reasonable steps to make sure that the academy is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Receive reports on staff training that enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Head Teacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Integrate good health and safety management into business decisions.
- Approve the academy's health and safety policy and other policies that relate to health and safety.
- Carry out and record a formal health and safety inspection of all parts of the buildings and site on at least an annual basis.
- Ensure that adequate health and safety resources are made available to meet health and safety requirements.
- Monitor accidents and liaise with academy line managers to ensure that suitable and sufficient accident investigations are carried out and their findings and recommendations are implemented.

Duties of Head Teachers

Head Teachers will:

- Demonstrate visible, active commitment to health and safety improvement.
- Promote the maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensure that the requirements of all relevant legislation, codes of practice and academy policies are met at all times.
- Appoint a Responsible Property Officer (RPO) to work in coordination with the Director of Estates.
- Ensure safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consult with employees, and safety representatives, on local health and safety issues.
- Ensure effective means of communication with staff on health, safety and welfare issues.
- Ensure that risk assessments are undertaken and reviewed annually or as necessary.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Work with the Director of Estates to ensure that arrangements are made to rectify defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensure that accident, work-related ill health and violent incidents are reported and investigated as necessary.
- Monitor the standard of health and safety throughout the academy.
- Work with the Director of Estates to ensure that emergency procedures are in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding off-site visits and that all relevant staff have access to health and safety information, policies and procedures.
- Authorise all off-site visits; inform Governors of all non-routine off-site visits.

Duties of the Responsible Property Officer (RPO) or Site Manager

The Responsible Property Officer will:

- Ensure that the academy properly discharges its duties under its Health and Safety Policy.
- Work with the Director of Estates to review and develop existing and new Health and Safety policies and procedures in line with statutory requirements.
- Coordinate with the Trust to ensure implementation of the Trust's policies and procedures in relation to maintaining health and safety statutory documentation and ensuring that the academy discharges its duties.
- Coordinate with the Director of Estates ensuring that health and safety management systems, processes and practices are consistent, coordinated and synchronized across all of the Academies in the Trust.
- Ensure that facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff and contractors who are competent.
- Only engage the services of a contractor or supplier who has been approved by the Trust and ensure that suitable and sufficient risk assessments and methods statements are provided prior to the commencement of any works.
- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Cooperate with the academy and the Trust on health and safety matters including compliance with Trust and academy procedures.

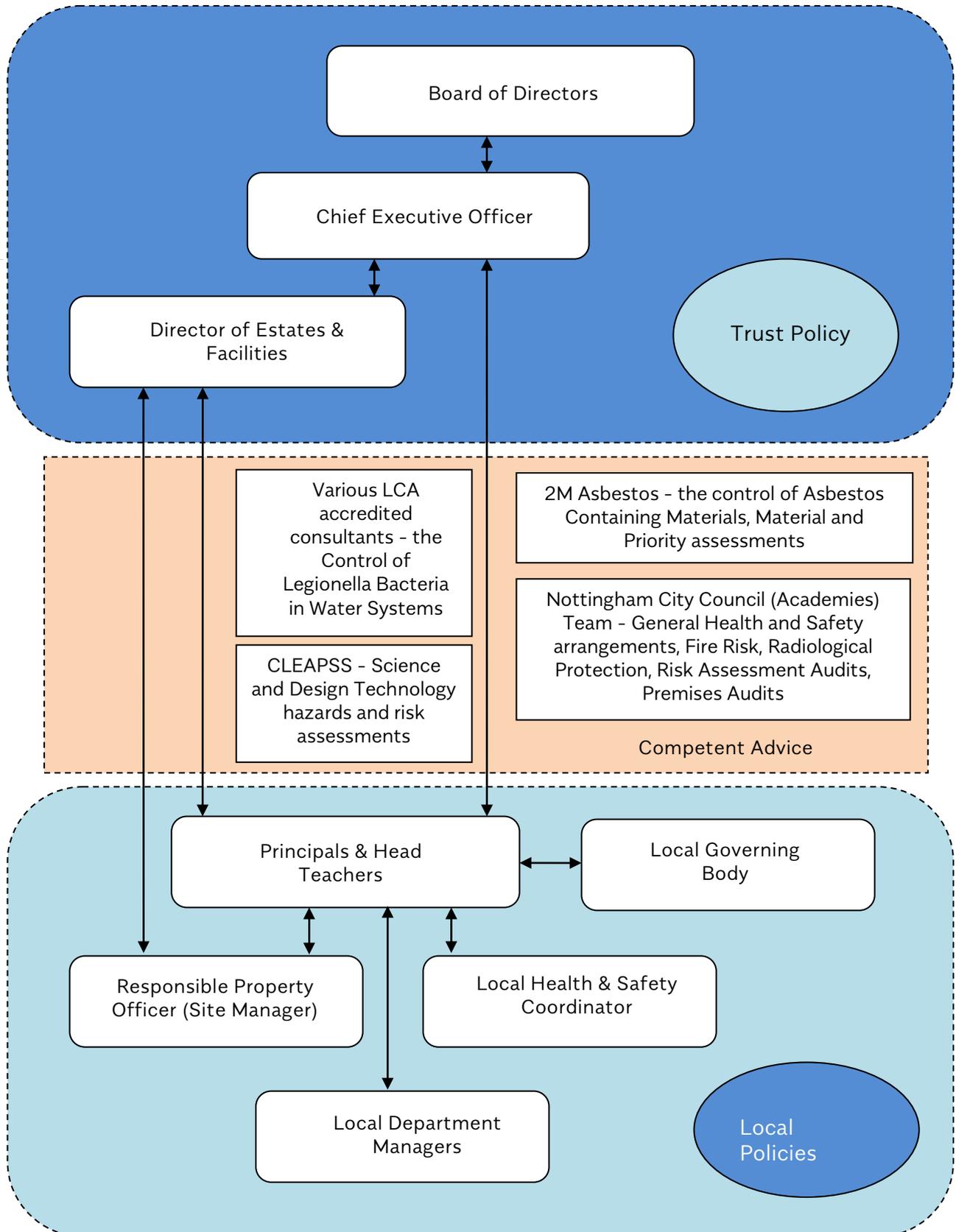
Duties of All Employees

All employees will:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Cooperate with the academy on health and safety matters including compliance with Trust and academy procedures.
- Not interfere with anything provided to safeguard their health and safety.
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures.
- Ensure that pupils are aware of the academy's emergency procedures.

Health and Safety Organisation

The chart below shows the relationship between the Trust Health and Safety Policy and local Health and Safety Policies and shows how key management roles interact.



3. Arrangements

Competent Advice

The Trust has appointed the following a competent health and safety advisers:

- Nottingham City Council (Academies) Team in respect of general Health and Safety arrangement, fire risk, risk assessments, risk assessment and premises audits;
- 2M Asbestos as specialist safety and risk advisors in respect of the control of asbestos containing materials, material and priority assessment;
- Various LCA accredited consultants in respect of the control of legionella bacteria in water systems;
- CLEAPSS in respect of science and design Technology hazards;
- Other competent advice will be taken as and when required.

Competent advice is taken in the management of health and safety at both Trust and academy level.

The Trust Estates Portal

Relevant statutory documents, reports, surveys, testing and compliance information will be held on the Trust Estates Portal under the 'Compliance' library. The Responsible Property Officer (RPO) or Site Manager will upload data to the Compliance Library to demonstrate compliance and provide an audit trail.

Academy Health and Safety Policies

All academies will have a local health and safety policy. The policy will be approved by their respective Governing Body and will describe how they meet legal requirements and best practice aims. Academy health and safety policies will be reviewed annually or sooner in the event of a significant change.

Accident Reporting and Investigation

Accidents to employees will be reported and recorded locally using the Nottingham City Council Corporate accident reporting system. Accidents or near misses reportable under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be reported at Trust level by the Director of Estates. Academies will inform the Director of Estates immediately if such an incident occurs in their academy.

Accidents to pupils and other non-employees are recorded as laid down in the academy's guidance and local policies.

Accidents are investigated locally by line managers. Accidents are monitored by the Director of Estates.

The Head Teacher is responsible for ensuring specified serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Accidents of a very serious nature or those which may result in a claim or media interest are to be reported to the Trust immediately.

Asbestos Management

Each academy will maintain a register of asbestos containing materials. Asbestos management surveys identifying both material and priority assessments will be commissioned and updated annually.

If asbestos containing materials pose a serious risk to the health of persons using the academy, the

materials shall be removed as safely and as soon as reasonably practicable possible.

Management surveys will be undertaken by a surveyor on a 5 yearly basis for all academies built prior to 2000. The Director of Estates will organise any work required as a result of the survey in coordination with the Nottingham Diocese.

Where asbestos containing materials are present, and do not pose a serious risk, the academy will take the opportunity to remove them progressively when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the academy will ensure that they are managed in accordance with their Local Asbestos Management Plan and in such a manner so that the risk to the health of our employees, contractors, visitors and other people using the premises is minimised.

All specified work on asbestos containing materials will be carried out in accordance with the current legal standards using the best working practices by licensed contractors where applicable. Where non-licensed work is carried out, this will be carried out to the standards laid out in the HSE Asbestos Essentials reference manuals and process sheets.

The condition of known asbestos in the building will be monitored by the Responsible Property Officer (RPO) or Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the academy without first reference to the asbestos survey and logbook. This includes accessing service voids and ceiling voids

The academy will identify areas that are not covered by an asbestos survey and thus may not be accessed without further sampling and/or air tests and these areas will be considered out of bounds.

The Asbestos Survey and logbook will be held in the academy and on the Trust Estates Portal and will be made available to contractors prior to their carrying out work within the premises.

Condition surveys

Condition surveys will be undertaken on a 36 month rolling basis.

Construction work

All construction work is carefully monitored in accordance with Trust and Diocesan procedures. No construction work will take place without the prior consent of the Trust and the Diocese.

Consultation with Employees

Where policies, procedures and risk assessments have been created using the model versions from the Nottingham City Council Safety Manual these will be subject to local consultation with members of staff.

Contractors

The Trust recognises the shared responsibility that any work is undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

Contractor work is managed locally on site where induction procedures and monitoring is in place.

Curriculum

Risk assessments will be undertaken on all lesson activities where there is a significant risk of injury or ill health. Precautions will be included in lesson plans as necessary.

Specialist guidance will be provided by:

- Physical Education through The Association for Physical Education (afPE).
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).
- Science and Technology (ages 3-12) - "Be Safe!" Association for Science Education.

Display Screen Equipment

Risks are managed locally. Risk assessments will be completed for designated users of Display Screen Equipment.

Electrical Safety

All portable electrical appliances in academies are checked by a 'competent' person appointed by the academy on an annual or bi-annual basis. Records of PAT testing are held on site and on the Estates Portal.

All employees will be instructed to carry out a visual inspection of electrical equipment, prior to use, for signs of damage or charring. Defects will be reported to the Responsible Property Officer so that action can be taken to take the equipment out of use.

The electrical installation will be inspected at 60 month intervals by a competent person i.e. electrical engineer.

Remedial action/s from the report will be undertaken by the academy.

Emergency Procedures

Each academy will complete an emergency plan. Copies will be shared with the Trust and will be stored on the Estates Portal.

Finger Guards

Each academy will complete a risk assessment.

Fire Safety

Managed locally. Inspections and testing will be recorded manually in a dedicated fire logbook and on site and on the Estates Portal.

First Aid

First Aid provision is managed locally. Each academy will complete a first aid needs risk assessment.

Gas equipment and appliances

All gas boilers and other gas appliances are inspected annually by an approved 'competent' contractor. Contractors will be approved from the Gas Safe Register™ at Trust level. Gas tightness tests will be carried out annually.

Hazardous Substances

Managed locally. Risk assessments completed as required.

Health and Safety Advice

Competent advice, guidance, generic risk assessments and training is provided through:

- Nottingham City Council's Schools Health and Safety Team (0115) 8764608/9.

Housekeeping

Managed locally.

Information and Communication

All employees are given adequate information on health and safety matters in relation to their work activities as identified in the relevant risk assessments.

A Health and Safety Executive (HSE) poster will be displayed in each academy. Details will be entered of the name of the H&S Governor, contact details for the H&S advisor and where to obtain details of the union safety representatives.

Inspections – Health & Safety

Academies will have an annual walkabout inspection undertaken by the Schools H&S Team. This may include a representative from the academy governing body and a Trust representative.

Lettings/Use Premises Out of Hours

Academies will obtain advice regarding any lettings from the Director of Estates. A lettings contract with conditions of hire will be completed, signed and approved as necessary. The person or organisation using the academy premises will submit their risk assessments for their activities prior to the commencement of their letting.

Lone Working

Managed locally. Risk assessments will be undertaken as necessary.

Maintenance and servicing of plant and equipment

Statutory inspection and servicing contracts to meet British Standards and good practice will be arranged by the Trust. Where each academy is required to arrange inspections and servicing this will be communicated to the academy by the Director of Estates as necessary. Academies are required to upload all service docs and planned and reactive maintenance reports to the Trust Estates Portal.

Manual Handling

Risks managed locally and risk assessments are completed.

Medical Conditions- management of

Managed locally. Each academy will complete a risk assessment and have a local policy.

New and expectant mothers

Risk assessments are carried out locally as soon as the Head Teacher is made aware by the employee and reviewed as necessary.

Off-Site Educational visits

Each academy will have an appointed Educational Visit Coordinator (EVC). The EVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the SOLAR Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team.

Personal Protective Equipment (PPE)

The need for PPE will be assessed through the completion of local risk assessment.

Positive Handling/De-escalation

The need for de-escalation and positive handling training will be assessed locally. The academy will record instances of handling.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses via a recorded local procedure or verbally to the Responsible Property Officer (if urgent) who will ensure that appropriate action is taken to avoid accident / injury.

Risk Assessments

Academies will complete the necessary risk assessments from a set that they have been provided via the Academies Health and Safety Team. Academies will review risk assessments as necessary and on at least an annual basis. Further risk assessments will be undertaken as required.

Safety Representatives

Under legislation academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Security

The Responsible Property Officer is responsible for maintaining the physical security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding or accessing restricted parts of the site.

The response to alarm activation is covered in the lone working risk assessment and the associated procedures and arrangements.

Academies will complete a premises safeguarding and security risk assessment and establish their own security policy.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Responsible Property Officer and Governors.

Slips, trips and falls

The risks associated with slip, trip or fall hazards are managed locally.

Stress, Work Related

The Head Teacher is responsible for managing work-related stress within the academy setting. A stress toolkit will be used by academy management. Any instances of stress with the Head Teacher will be managed by the Trust.

Sun Protection

Risks managed locally.

Supervision

Risks managed and decisions made locally.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept of the employee's personal file. New employees are adequately supervised, as required.

Site Management staff will attend a general health and safety training course on at least a five yearly basis.

Other training needs will be identified through locally completed risk assessments.

Vehicles, Use of
Managed locally.

Violence

The Trust has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence will be recorded locally and investigated as required by the line manager or Head Teacher.

Water Management/Control of Legionella

Academies will comply with the requirements of the legionella Approved Code of Practice (L8). Academies will employ a competent contractor to undertake and then review a legionella risk assessment on a five yearly basis, or sooner if changes to the supply or storage of water change due to works carried out to buildings or water systems. Regular tasks as required by the legionella risk assessment are managed locally.

Welfare facilities
Managed locally.

Work Equipment

Managed locally. Risk assessments undertaken as required. Training organised as necessary.

Workplace Transport Safety

Managed locally. Risk assessments undertaken as required.

Working at Height

Managed locally. Risk assessments will be undertaken as required. Training will be organised as necessary. Access equipment will be inspected, on a basis identified in the working at height risk assessment, by the Responsible Property Officer and recorded locally.

Consultation

The establishment of a Trust Health and Safety Committee will be considered if requested to do so by at least two safety representatives. Trust and model academy policies with Health & Safety implications will be subject to consultation with trade unions.

Consultation of policies and procedures with health and safety implications will be undertaken at a local academy level.

Escalation

Academies will contact the Director of Estates in the event that they are unable locally to remedy a structural, building or other matter which has either significant health and safety or business continuity implications.

The Estates Portal has a dedicated Compliance section where the Responsible Property Officer at each academy sign off compliance tasks and upload the supporting documentation as evidence. The Trust will monitor compliance at each academy to identify non-conformities. Non-conformities will be actioned as soon as reasonably practicable.

Local Arrangements for the Management of the Trust Central Services Suite

Risk Assessments

The following risk assessments will be in place:

- Fire (office suite only)
- Provision of First Aid
- Hazardous substances used for cleaning (COSHH)
- Individual workstation (DSE)
- New and expectant mothers (as necessary)
- Individual staff- medical/disability (as necessary)
- Lone working (as necessary)
- Working at height
- Use of private vehicles for business use

Maintenance/Servicing/Inspections

The landlord is responsible for the following:

- Grounds maintenance including gritting in the event of ice/snow.
- Legionella
- Fire (communal areas)
- Electrical safety (communal areas)

First Aid

One member of staff is required to be qualified to EFAW level to provide first aid treatment.

Reporting Defects and Health & Safety Concerns

Defects and Health & Safety concerns are reported to the Director of Estates for attention and resolution.

Induction

The Director of Estates will undertake inductions for new staff covering building security, first aid arrangements, fire procedures, lock down procedures and welfare provision.

The HR team will undertake inductions in respect of individual health matters.