

The Bishop Wheeler Catholic Academy Trust

Our Mission

	4.0
	June2023
	27 th June 2023

4.7

All staff have responsibility for:

Achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment;
reporting any health and safety concerns immediately to your line manager;
ensuring that safe working practices are adopted at all times and comply with the outcomes of Risk Assessments, whether in school, as part of

10.2

11.5 Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.

11.6 The Headteacher is responsible for workplace risk assessments and any measures to control risks.

12.1 If you use a computer screen or other display screen equipment (DSE) regularly as a significant part of your work:

You should try to organise your activity so that you take frequent short breaks from looking at the screen.

You are entitled to a workstation assessment.

You are entitled to an eyesight test by an optician at no expense.

12.2 You will be advised how to carry out a workstation assessment. If you have any special needs relating to your workstation assessment you should contact your line manager to request a specialist workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems that may be caused by DSE work (such as headaches, eyestrain, or difficulty using) you can request a further eye test at any time.

12.3 We will not normally pay for glasses or contact lenses unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases, we will pay the cost of basic corrective appliances.

12.4 Further information on the use of DSE can also be obtained from the Health and Safety Executive at

13.2

All fixed wiring installations are inspected by a competent contractor every five years and portable appliances are tested annually. Staff are required to visually check items before use, report defects immediately to the nominated H&S school representative and not use equipment they consider to be unsafe

13.3

Central heating boilers, gas water heaters and cookers/hobs are checked, serviced and maintained by a competent (Gas Safe registered) contractor on an annual basis. Any issues identified by the nominated H&S school representative. Staff who think they can smell gas should alert the nominated H&S school representative or the Headteacher.

13.4

Our schools recognise the importance of having suitable arrangements in place to manage general site security, and ensuring all safeguarding procedures, such as signing in, are met.

13.5

The Headteacher must ensure that Legionella checks are carried out and that a Service Level Agreement is in place. All thermostatic mixing valves (TMVs) are to be checked and maintained to ensure that they shut off rapidly in the event of a hot/cold-water failure to prevent scalding/thermal shock.

14.1

These activities will be discouraged wherever practical to do so. However, where staff must routinely undertake such tasks a suitable risk assessment, appropriate procedures and training, will be provided as necessary.

14.2

Staff are advised to notify their Headteacher in writing of pregnancy to ensure a suitable risk assessment can be undertaken and that their tasks will not cause any mental health effects.

14.3

for workers who are under 18 or employed as young apprentices which considers:

- The extent of training provided, inexperience/immaturity and lack of risk awareness
- The fitting and layout of the workplace, and the range and use of work equipment
- The nature, degree

Alcohol and Drugs Misuse
Behaviour
Capability Policy
CCTV Policy
Complaints Policy & Procedure
Disciplinary
Flexible Working Policy
Homeworking Policy
Safeguarding Keeping Children safe in Education
Safe working practices
Sickness Absences Policy
Special leave of Absence
Wellbeing
Whistleblowing

for **(Insert School name)**

by **[Headteacher - insert name]** to School Academy Council

cc: Trust Senior H&S Officer (COO)

TEMPLATE

Item	Comment
1. Date BWCAT H&S policy applied: Due date of next review:	

The schools, their governors, and the trust directors will work together, based on the principle of subsidiarity, in faithfulness and humility, to provide an education where Christ and His values of respect, service, tolerance, dignity, and forgiveness are at the heart of everything we do

As a school, our educational priorities are -

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel safe, valued and are actively encouraged to value, respect and help others;
- create an atmosphere and environment in which pupils enjoy and take pride in their achievements

1 Overall responsibility for the management of health and safety in the school is that of the duty holder who is:

(Head Teacher)

2 Responsibility for the day-to-day health & safety in the following areas is that of:

Notes: In this section, you should identify and allocate the specific roles and functions to appropriate members of the school management team (e.g., premises, catering, cleaning, etc.) and faculty heads with competence in specific areas (e.g., Science, D & T, PE, Food Technology, Educational Visits, etc)

Name

Name

Ensure that the Trust Health and Safety Policy is incorporated into the planning and organisation of all

An outbreak of fire in a school can be extremely serious. Under the _____, there is a legal requirement for each building to have an up-to-date fire risk assessment. This will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials.

_____ is responsible for ensuring that _____ that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition, there is a process in place for reviewing/updating this on a regular basis.

Fire drills in our school are carried out _____ and are recorded in the School Fire Precautions Log Book.

_____ is responsible for ensuring that fire drills are carried out and that the findings are recorded and acted upon.

We will also record the following in our fire precautions log book; fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire officer visits.

_____ is responsible for ensuring that the Fire Precautions Logbook is readily accessible and is kept up to date.

The Fire Precautions Log Book and a copy of our Fire Risk Assessment are kept

(_____)

In addition, we will ensure that when the school requires painting, only paints providing a flame-retardant surface will be used in high-risk areas, this will include assembly halls, drama/stage areas, means of escape routes, staircases, and any other areas where there is an added fire risk.

We will monitor on an ongoing basis our use and storage of combustible materials (liquids, solids) to ensure they do not come into contact with sources of heat.

We will ensure that internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop the fire from spreading. Fire doors will be regularly checked to ensure both the door and any closing devices operate correctly.

The following Nominated individuals are trained in the correct use of fire extinguishers.

is responsible for ensuring that the process is implemented in accordance with our Premises & Facilities Procedures when inviting all contractors into our school. Only the following personnel are authorised to raise permits to work: - Head of Estates, Head of Site Supervisors but only where consultation of works has already gone through the Head of Estates to assess works required,

_____ The school operates an Authorisation to Work process whereby judgment call is made if additional _____ will be required.

In order to minimise the risk of exposure, routine monitoring is undertaken by the nominated H&S school representative. Recent Asbestos reports are to be available in the school office and must be read by all contractors visiting to carry out any intrusive works. Where suspect asbestos has been identified then the school Head should ensure a member of staff is appointed to attend asbestos training.

Only qualified and competent contractors are to undertake asbestos survey reports on behalf of the Trust, and such surveys must be authorised by the Trust Head of Estates. All schools must maintain an Asbestos Register on site, which is readily available to all who need to consult it, and contractors must sign it before commencing work.

We take the management of asbestos seriously in our school, _____, which is readily available to all who need to consult it and sign it. This is kept _____

The Head Teacher, as the duty holder under the _____ has responsibility for the management of asbestos on site, although some functions and day-day issues may be delegated to other competent and trained members of staff.

_____ is responsible for ensuring that the asbestos register and the information within it is brought to the attention of anyone likely to disturb asbestos fibres during daily routines or proposing to plan or carry out work.

(Examples may include site staff, surveyors, contractors, computer technicians, alarm/CCTV installers, visitors, helpers etc.)

Asbestos survey information in the form of Asbestos Management Reports and survey reports are kept in the asbestos register _____

Where invasive building works are to be carried out on the school premises (e.g. refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc) a minimum depth, asbestos survey will be carried out at the planning stage and certainly before work commences _____

_____ is responsible for ensuring that asbestos is fully considered as part of the planning stages of any invasive works in school

This section deals with how specific asbestos hazard items are managed in our schools (This may be as simple as where pupils are not allowed to congregate to more complicated arrangements where key holding may be required for restricted access).

is responsible for ensuring that any asbestos hazards identified in appropriate reports that require specific management instructions are logged in this section. Also, this person is responsible for making sure this information is understood by anyone who need to know it.

Hazard Reference	
Location	
Management Instructions	
Hazard Reference	
Location	
Management Instructions	

* Copy and insert more pages as required

This section should be read in conjunction with Section 8 of the Bishop Wheeler Catholic Academy Health & Safety Policy

Even in a safety conscious school, accidents may still occur. This is how we deal with them in our school.

All accidents to our staff, pupils, visitors, and contractors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported as appropriate to the HSE, your insurer and where appropriate to the health & Safety Consultant, our health & safety consultant where appropriately provide advice and or investigate significant accidents on our behalf.

have a responsibility to report and record accidents in line with Trust policies and procedures will ensure staff are aware of the requirement and the location of accident report records. Our accident book/forms are kept Enter .

will review any accident reports to identify any patterns or trends. In addition, referring relevant reports to the head teacher/other senior manager to decide if and how investigations should be undertaken in line with school policy

will carry out any accident investigations to see what lessons can be learnt and similar incidents can be avoided. Risk assessments will also be reviewed considering any lessons learnt.

Our school recognises that under the _____, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

The following people hold relevant first-aid qualifications. This information should be reproduced and displayed in prominent locations around the school (e.g., school office, staff room, first aid room, staff handbook etc.)

_____ keeps records of qualifications on-site and there is a procedure in place for revalidating first aid certificates before they expire. These records are kept _____

_____ is responsible for ensuring that the First Aid boxes, located around the premises, are restocked.

Our school has considered _____

If there is time, depending on the crisis at hand, ~~Ce~~ **CeT** will meet for a briefing in

Situation to be continually/dynamically risk assessed, as advised by emergency services

Open and record actions/contacts/times/take photographs Location TBA

Names of persons involved including witnesses

Hospitals where the injured have been taken

Names of staff accompanying injured

Actions taken by emergency services / first aid team including caring for persons who do not require hospital treatment

Nature of injuries/fatalities

Record family contacts made

Insert School Name may decide that in the interests of safety it is appropriate to send pupils home early. The school may also be contacted by one or more operators suggesting that an early departure is advisable where severe weather or road access is perceived to be hazardous. These representations will need to be

Under the _____, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc.) to be checked, serviced and maintained by a competent (Gas Safe Register formally CORGI registered) Contractor on an annual basis.

Our school recognises that the _____ requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology and other relevant curriculum substances.

_____ is responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances. In addition, _____ will brief pupils where appropriate.

_____ is/are responsible for keeping the inventories up to date.

Data sheets are available on-site for all hazardous substances that are being used, these are kept in locations where hazardous substances are stored. Additionally, separate risk assessments are carried out for the work processes which involve hazardous substances.

Our schools recognise the importance of having suitable arrangements in place to manage general site security, and of ensuring all safeguarding procedures, such as signing in, are met.

Our school takes the safety and security of staff, pupils and visitors seriously. A secure perimeter fence and suitably robust and lockable gates secure our site.

Any issues regarding damage or access to the site should be reported to

* is responsible for ensuring that regular documented inspections of the internal and external areas of the site are carried out. Full details of all internal and external checks undertaken on our site are detailed in our Premises & Facilities Manual.

Our site is also protected by a monitored intruder alarm system and CCTV* (*delete as appropriate).

All visitors to our site are received in a secure visitor lobby and are required to sign the visitors register and wear an identity badge whilst on site. Visitors are not left unaccompanied.

is responsible for the maintenance and running of the CCTV system at the school

is responsible for the maintenance and running of the security intruder alarm system

Key Holder (Site Staff)	
Key Holder (other)	
CCTV Company	
Intruder Alarm Company	

* Delete as appropriate

Safety Guidance Documents and Risk Advice Notes form part of our safe operating procedures and are used as appropriate to support our school in the practical day-to-day management of many aspects of school safety. Copies of these documents are available to all staff and are kept on the

is responsible for ensuring that both operational and strategic Health and Safety documentation is up to date and communicated to staff appropriately.

The documents above along with other general health and safety frameworks, tools and checklists are available as an additional source of reference when carrying out a task. (working with hazardous substances, planning an educational visit, or setting up portable gas heaters in the event of a heating breakdown).

These documents are available to download from Estates Risk Management System (ERMS) and hard copies are also retained

In addition to the generic and specific departmental responsibilities outlined in this document of site information, specific roles and responsibilities have also been assigned to the following people regarding key

