



## HEALTH AND SAFETY POLICY

**In Jesus we live learn and serve**

Together we are committed to excellent education  
for all rooted in Gospel values,

Inspiring a love for life-long learning and  
following the compassion of Christ.

### Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

Date approved by Directors	30 <sup>th</sup> November 2020
Board Review date	November 2023
Body responsible for review	Board Compliance Committee

This Health and Safety Policy has been approved and adopted by St Nicholas Owen Catholic Multi-Academy Company on 30<sup>th</sup> November 2020 and will be reviewed in November 2023.

A handwritten signature in black ink, appearing to read "Jo Griffin".

Signed by Director of St Nicholas Owen MAC:

Signed by CSEL for – Central Team:

Academies to which this policy relates:

Signed by Principal for – Our Lady of Fatima Catholic Primary School:

Signed by Principal for – St Ambrose Catholic Primary School:

Signed by Principal for – St Joseph's Catholic Primary School:

Signed by Principal for – St Mary's Catholic Primary School:

Signed by Principal for – St Wulstan's Catholic Primary School:

Signed by Principal for – Hagley Catholic High School:

## DEFINITIONS

The Company's standard set of definitions is contained in [Definition of Terms](#) – please refer to this for the latest definitions.

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## **1. APPLICATION**

1. This Health and Safety Policy applies to you if you are an employee or worker of St Nicholas Owen Catholic Multi Academy Company (St Nicholas Owen MAC)

## **2. SCOPE**

2. At St Nicholas Owen Catholic Multi Academy Company, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.
3. We are committed to:
  - Providing a productive and safe learning environment.
  - Preventing accidents and any work-related illnesses.
  - Compliance with all statutory requirements.
  - Minimising risks via assessment and policy.
  - Providing safe working equipment and ensuring safe working methods.
  - Including all staff and representatives in health and safety decisions.
  - Monitoring and reviewing our policies to ensure effectiveness.
  - Setting high targets and objectives to develop the school's culture of continuous improvement.
  - Ensuring adequate welfare facilities are available throughout our school.
  - Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## **3. LEGISLATIVE FRAMEWORK**

4. This policy has due regard to all relevant legislation including, but not limited to, the following:
  - Health and Safety at Work etc. Act 1974
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Management of Health and Safety at Work Regulations 1999
  - The Control of Substances Hazardous to Health Regulations 2002
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - The Construction (Design and Management) Regulations 2015
  - [Independent schools only] The Education (Independent School Standards) Regulations 2014
  - The Personal Protective Equipment at Work Regulations 1992
  - The Education (School Premises) Regulations 1999
  - The Ionising Radiation Regulations 2017 (IRR17)
5. This policy has due regard to national guidance including, but not limited to, the following:
  - DfE (2018) 'Health and safety: responsibilities and duties for schools'
  - DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
  - HSE (2014) 'Sensible health and safety management in schools'
6. This policy operates in conjunction with the following academy policies:
  - Near-miss Policy
  - COSHH Policy
  - Uniform Policy
  - Asbestos Management Policy
  - First Aid Policy
  - Supporting Pupils with Medical Conditions Policy
  - Infection Control Policy

- Risk Assessment Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- Adverse Weather Policy
- Bomb Threat Policy
- Lockdown Procedure
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Visitor Policy
- Contractors Policy
- Minibus Policy
- Staff Wellbeing Policy
- Administering Medication Policy

#### **4. ROLES AND RESPONSIBILITIES**

7. The Board of Directors (Trustees) delegate the responsibility to the Catholic Senior Executive Leader (CEO), in conjunction with the Chief Finance and Operations Officer and the Principals, who will:
  - Ensure they provide a safe place for all users of the site's including staff, pupils and visitors.
  - Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
  - Ensure whole-academy familiarity with the requirements of the appropriate legislation and codes of practice.
  - Create and monitor a management structure responsible for health and safety in the academies.
  - Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
  - Annually assess the effectiveness of the policy and ensure any necessary changes are made.
  - Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
  - Ensure the academy has secured safe means of entry and exit for all site users.
  - Ensure the academy can provide equipment, grounds and systems of work which are safe.
  - Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
  - Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
  - Where necessary, ensure the academy can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
  
8. The Catholic Senior Executive Leader will:
  - Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
  - Set the direction for effective health and safety management.
  - Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
  - Review this policy and its effectiveness annually.
  - Take all reasonably practicable steps to ensure this policy is implemented by Principals and other members of staff.

- Designate a competent person who will be responsible for ensuring the MAC meets its health and safety duties – the competent person will be the health and safety officer.

9. The competent health and safety officer (CFOO) will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required, supported by the external health and safety officer Mike Morton from Dudley MBC.
- Be the designated contact with the Diocese, LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments, in conjunction with the Principal.

10. Principals will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the MAC's Health and Safety Policy.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the academy has secured safe means of entry and exit for all site users.
- Ensure the academy can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the academy can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- Be responsible for adhering to the health and safety policy.

11. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the MAC Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Principal who should then report it to the designated health and safety officer (CFOO).
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the MAC / academy can reduce the risk of injuries, illnesses and accidents.

- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

12. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.

**5. Dress in a manner that is consistent with safety and hygiene standards.**

- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

**6. CONSTRUCTION AND MAINTENANCE OF THE PREMISES**

13. When undertaking construction or maintenance work, the academy will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. All construction / maintenance work is subject to Diocesan and Board approval and should be directed through the designated health and safety officer (CFOO).

14. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
  - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
  - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
  - The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
  - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
  - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

15. The Principal will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

16. The Principal will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

17. The Principal, supported by the academy business manager will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the academy wants built or maintained

- The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How the academy expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of the nearest A&E department
  - The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
  - The principal designer prepares a health and safety file containing information that will help the academy manage risks associated with any future maintenance, repair, construction or demolition work.
  - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
  - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
  - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
  - Following completion of the project, the health and safety file is handed over to the Principal, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.
18. The Principal will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required.
19. The Principal, supported by the academy business manager, will report weekly progress updates to the Chief Finance and Operations officer (CFOO) who will update the Catholic Senior Executive Leader (CEO).
20. The Catholic Senior Executive Leader (CEO) will update the Board of Directors (Trustees) at regular intervals.
21. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## **7. TRAINING**

22. The MAC will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
23. The Principal will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
24. The Principal will ensure that there are an appropriate number of first-aid trained staff members working within the school.
25. Staff members will be provided with regular training opportunities and have access to support where needed.
26. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
27. Staff will be trained on how to assess risks specific to their role.
28. The health and safety officer, supported by the Principals, will ensure staff know how to meet their duties outlined in this policy.



29. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

## 8. FIRST AID

30. The academy will act in accordance with the First Aid Policy at all times.

31. The academy will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

32. The following staff members are trained first-aiders:

Name	Department	Location	Extension no.	Expiry date

33. First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member

1.

## 9. CONTACTING THE EMERGENCY SERVICES

34. The Principal will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

35. Staff will contact the emergency services in an emergency.

36. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios or telephones.

37. Where an ambulance is called for a pupil, office staff will contact the pupil's parents.

38. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, XXXXXXXX

39. Staff will be aware of any pupils who have specific evacuation needs.

40. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

41. The School Business Manager (SBM) must record all emergency evacuations and report it to the Chief Finance and Operations Officer (CFOO), to be reported to the compliance committee.

## **10. FIRE SAFETY**

42. All staff members fully understand and effectively implement the Fire Evacuation Plan.
43. The Principal is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
44. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
45. The academy will test evacuation procedures on a termly basis, at least.
46. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
47. Firefighting equipment will be checked on an annual basis by an approved contractor.
48. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held on Every Compliance Software, or equivalent.
49. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held on Every Compliance Software, or equivalent.

## **11. ACCIDENT REPORTING**

50. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer, Chief Finance and Operations Officer (CFOO) using the standard Accident Report Form.
51. The health and safety officer will be responsible for informing the Principal if the accident is fatal or a "major injury", as outlined by the HSE, after referring the incident to the external health and safety officer for guidance.
52. More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

## **12. SIGNIFICANT ACCIDENTS**

53. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
54. The 'specified injuries' which must be reported include the following:
- Accidents to employees causing either death or major injury
  - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
  - Fractures, other than to fingers, thumbs and toes
  - Amputation of an arm, hand, finger, thumb, leg, foot or toe
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
  - Any crush injury to the head or torso, causing damage to the brain or internal organs
  - Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
  - Any degree of scalping requiring hospital treatment

- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

55. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

### 13. REPORTING PROCEDURES

56. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer Chief Finance and Operations Officer (CFOO), or a person appointed on their behalf, will file a report as soon as is reasonably possible.
57. **The person will complete the relevant report on the HSE website:**  
<http://www.hse.gov.uk/riddor/report.htm>.
58. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The academy will report all accidents and injuries online where possible (using the above link/web address).
59. Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

### 14. REPORTING HAZARDS

60. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

61. In the main, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Principal as appropriate, who will then inform the Chief Finance and Operations Officer (CFOO), who will then update the Catholic Senior Executive Leader (CEO).
62. Serious hazards will be reported using the appropriate form available in the academy office.

#### **15. ACCIDENT INVESTIGATION**

63. All accidents, however small, will be investigated by the health and safety officer, Chief Finance and Operations Officer (CFOO) supported by the external health and safety consultant Mike Morton at Dudley MBC and the outcomes recorded.
64. The length of time dedicated to each investigation will vary on the seriousness of the accident.
65. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
66. The health and safety officer, Chief Finance and Operations Officer (CFOO) on behalf of the Catholic Senior Executive Leader (CEO) will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness and refer any recommendations to the Compliance Committee for Board consideration.

#### **16. OUR ACTIVE MONITORING SYSTEM**

67. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
  - Annual audits, including fire risk assessments and health and safety audits.
  - Termly examination of documents to ensure compliance with standards.
  - Termly inspection of premises, plants and equipment.
  - Monthly reports and updates from the Principal to the Catholic Senior Executive Leader (CSEL) and Chief Finance and Operations Officer (CFOO), for consideration at the Compliance Committee.
  - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health, HSE and Ofsted.

#### **17. BOMB THREAT PROCEDURE**

68. All staff members fully understand and effectively implement the school's Bomb Threat Policy.
69. In the event of an emergency, the procedures outlined in the Bomb Threat Policy, Invacuation, Lockdown and Evacuation Policy and Lockdown Procedure will be followed.
70. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.
71. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
  - Where is it?
  - In which building is it and on what floor?
  - What time will the bomb go off?
  - What does the bomb look like and what colour is it?
  - What type of bomb is it and what type of explosive?
  - Who are you?
  - Why are you doing this?
  - Do you have a code word?

72. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
73. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
74. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
75. Where possible, recording devices will be used whilst receiving a bomb threat.
76. The staff member receiving the call will contact the Principal immediately, who will then alert the police and the Catholic Senior Executive Leader (CEO) or the Chief Finance and Operations Officer (CFOO) in the absence of the CEO.
77. The Principal will decide whether or not to evacuate the building.

## **18. EVACUATION**

78. The academy will follow the procedure outlined in the Personal Emergency Evacuation Plan in the event of a crisis.
79. In the event of a fire, the Fire Evacuation Plan will be implemented.
80. If an evacuation is deemed necessary, the following procedure will take place:
  - All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
    - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
    - Take all essential personal items with them, to avoid unnecessary searching.
  - Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
  - Staff will be positioned at all gates leading into the academy and nobody will be allowed in or out except for emergency personnel.
  - Once the police have arrived, staff will await further instruction from the emergency services.

## **19. VISITORS TO THE ACADEMY**

81. The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.
82. All visitors and contractors will sign in to reception.
83. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the academy concerned.
84. No contractor will carry out work on the academy site without the express permission of the Principal, other than in an emergency or to make the site safe following theft or vandalism.
85. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
86. Contractors will be provided with a copy of the Asbestos Management Plan prior to any works being undertaken, by the academy office.

- 87. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 88. Visitors and contractors will wear a visitor's badge at all times while on academy grounds.
- 89. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 90. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 91. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 92. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

## **20. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 93. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 94. The academy will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 95. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 96. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.
- 97. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.
- 98. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 99. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 100. PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.
- 101. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. academy uniform.
- 102. Thorough risk assessments are carried out by the Principal, supported by the health and safety officer Chief Finance and Operations Officer, to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.
- 103. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 104. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 105. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.
- 106. The academy understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
  - A uniform that employees only wear to work.
107. The Academy Business Manager will keep a record of all expenses related to PPE and uniform for HR and finance purposes.
108. In accordance with HM Revenue and Customs (HMRC), the academy will pay any tax and national insurance on uniforms and PPE that are not exempt.
109. Using a P11D form, the academy will report the cost of the following to HMRC, unless they are exempt:
- Buying the clothes for employees
  - Lending clothes to employees
  - Cleaning or repairing clothing
110. The academy will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement.
111. If the academy follows either of the below procedures, we will not report uniform costs as detailed in 17.16 to HMRC:
- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC.
  - Paying back the employee's actual costs.

## **21. ANY OTHER CLOTHING**

112. If the academy purchases clothing for employees, or lends it to them, we will:
- Report the costs on P11D form.
  - Pay Class 1A National Insurance on the value of the benefit.
113. If employees purchase clothing that is necessary to complete their role and the academy reimburses them, the academy will:
- Add the value of the benefit to employees' earnings.
  - Deduct and pay PAYE tax and Class 1 National Insurance through payroll.
114. If employees purchase non-durable clothing, e.g. rubber gloves and the academy reimburse them, the academy will:
- Add the value of the benefit to the employees' other earnings.
  - Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.
115. If employees pay to have clothing cleaned or repaired, the academy will:
- Add the value of the benefit to employees' earnings.
  - Deduct and pay PAYE tax and Class 1 National Insurance through payroll.
116. The value of clothing for tax and reporting will depend on whether the academy has given or lent clothing to employees.
117. If clothing is given to employees, the academy will use the higher of the following to work out the value of clothing for tax and reporting purposes:
- The second-hand value of the clothing when it is given to employees
  - The initial cost of the clothing

118. If clothing is lent to employees, the academy will use the higher of the following to work out the value of clothing for tax and reporting purposes:
- 20 percent of the clothing's market value when first provided to employees
  - Any annual rental or hire charges the academy pays for it

## **22. MAINTAINING EQUIPMENT**

119. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
- All electrical appliances
  - All fixed gymnasium equipment
  - Any workshop equipment, e.g. lathes and kilns
  - All fume cupboards
120. It is the responsibility of the Principal, supported by the health and safety officer Chief Finance and Operations Officer (CFOO) to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
121. A health and safety technician should be consulted as necessary.

## **23. HAZARDOUS MATERIALS**

122. The academy will act in accordance with the school's COSHH Policy at all times.
123. No chemicals or other hazardous materials will be used without the permission of the Principal.
124. The academy will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
125. The academy will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
126. The Principal, supported by the health and safety officer Chief Finance and Operations Officer (CFOO) is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
127. The site manager in liaison with the Principal will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
128. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
129. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
130. Hazardous substances will be labelled with the correct hazard sign and contents label.
131. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.
132. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.



- 133. Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- 134. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 135. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer Chief Finance and Operations Officer (CFOO).
- 136. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.
- 137. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 138. The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- 139. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with academy procedures.

#### **24. ASBESTOS MANAGEMENT**

- 140. In accordance with HSE guidance, an asbestos management survey was undertaken on XXXX by XXXX, which is a United Kingdom Accreditation Service accredited surveying organisation.
- 141. This survey will be undertaken following any changes of use to a location or prior to any significant building work.
- 142. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.
- 143. Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

#### **25. MEDICINE AND DRUGS**

- 144. The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.
- 145. The academy will obtain notification from parents regarding any medication that pupils are required to take.
- 146. Only trained staff will administer medication.
- 147. Staff will receive annual training in supporting pupils with medical conditions.
- 148. The school's Administering Medication Policy will be followed at all times.
- 149. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

#### **26. SMOKING**

- 150. The academy is a non-smoking premises and no smoking will be permitted on the grounds.

#### **27. HOUSEKEEPING AND CLEANLINESS**

151. Contract cleaners will be monitored by the Academy Business Manager and Site Manager. The standard required will be clear in the service level agreement held with the contracted cleaners.
152. Special consideration will be given to hygiene areas.
153. Waste collection services will be monitored by the Academy Business Manager and Site Manager.
154. Special consideration will be given to the disposal of laboratory materials and clinical waste.
155. The Principal is responsible for ensuring that the academy is at a safe temperature for staff and pupils to work in. The academy will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## 28. INFECTION CONTROL

156. The academy actively prevents the spread of infection through the following measures:
  - Routine immunisation
  - Maintaining high standards of personal hygiene and practice
  - Maintaining a clean environment
157. The academy employs good hygiene practices in the following ways:
  - Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
  - Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the academy
  - Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
  - Providing PPE where necessary
  - Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
  - Washing all laundry in a separate dedicated facility and washing any soiled linens separately
  - Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
  - Storing all clinical waste in clinical waste bags and in a secure, dedicated area, it is removed by a registered waste contractor
  - Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
  - Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the academy premises

158. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
159. Any staff that declare any medical conditions are subject to health checks before starting employment.
160. The academy keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at academy entry and at the time of any vaccination.
161. The academy encourages parents to have their children immunised.
162. All cuts and abrasions will be covered with waterproof dressings.
163. The academy will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in academy if they are unwell.
164. Hand sanitiser is available around the school.
165. Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

## **29. RISK ASSESSMENT**

166. The Principal has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer Chief Finance and Operations Officer (CFOO) will be consulted when risk assessments are being carried out.
167. Termly assessments of high-risks areas, such as laboratories, will be undertaken.
168. Annual risk assessments will be conducted for all other areas of the school.
169. Risk assessments will consider the needs of staff, pupils, visitors and contractors.
170. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
171. Risk assessments will be reviewed if:
  - There is any reason to suspect that they are no longer valid.
  - There has been a significant change in related matters.
172. The local governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
173. The academy will record any significant findings of any risk assessments, including the following:
  - The identified hazards
  - How people might be harmed by them
  - What the academy has implemented to control the risk
174. A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

## **30. SLIPS AND TRIPS**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The academy utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)

- Organisational (task, safety, culture, etc.)
- Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
- Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

### **31. SECURITY AND THEFT**

- 175. Policy and procedures to reduce security risks are addressed in the Security Plan.
- 176. CCTV systems will be used to monitor events and identify incidents taking place.
- 177. CCTV systems may be used as evidence when investigating reports of incidents.
- 178. Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- 179. Money will be counted in an appropriate location, such as the academy office, and staff should not be placed at risk of robbery.
- 180. Staff and pupils are responsible for their personal belongings and the academy accepts no responsibility for loss or damage.
- 181. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 182. All members of staff are expected to take reasonable measures to ensure the security of academy equipment being used.
- 183. Missing or believed stolen equipment will be reported immediately to a senior staff member.
- 184. The academy will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.
- 185. The academy will ban individuals from the premises if they pose a risk to any member of the academy community.
- 186. The academy will consider any risks that are posed by their local context, e.g. recent arson attacks.

### **32. SEVERE WEATHER**

- 187. The Catholic Senior Executive Leader (CEO), in liaison with the Principal, makes a decision on academy closure on the grounds of health and safety.
- 188. If a closure takes place, the Directors (Trustees) and local governing board will be promptly informed by the Catholic Senior Executive Leader (CEO) or Chief Finance and Operations Officer (CFOO).
- 189. The academy will act in accordance with the Adverse Weather Policy at all times.

### **33. SAFE USE OF MINIBUSES**

- 190. Health and safety policy and procedures concerning academy minibuses are contained in the school's Minibus Policy.

191. The Principal / Academy Business Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
192. The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles.
193. Drivers will complete the relevant form from the academy office and supply a photocopy of their driving licence.
194. If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.
195. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The academy will decide who is responsible for covering the cost of any repairs.
196. The minibus will carry strictly one person per seat and seat belts will be worn at all times.
197. Fines accrued will be paid by the driver at the time the offence was committed.
198. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.
199. The following staff members hold the required licence and have completed specific training allowing them to drive the minibus:

Staff member's name	Staff member's role

#### **34. ACADEMY TRIPS AND VISITS**

200. Health and safety policy and procedures concerning academy trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

#### **35. MANUAL HANDLING**

201. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
202. In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

#### **36. WORKING AT HEIGHTS**

203. Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.
204. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

### **37. LONE WORKING**

- 205. Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.
- 206. Policy and procedures concerning family support workers' lone working outside of the academy site are addressed in the Family Support Worker Lone Working Policy.
- 207. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

### **38. WORKPLACE HEALTH AND SAFETY: STRESS MANAGEMENT**

- 208. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.
- 209. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

### **39. WORKPLACE HEALTH AND SAFETY: DISPLAY EQUIPMENT**

- 210. Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

### **40. MONITORING AND REVIEW**

- 211. The effectiveness of this policy will be monitored continually by the Catholic Senior Executive Leader (CEO), Chief Finance and Operations Officer (CFOO) and Principal. Any necessary amendments may be made immediately.
- 212. The next scheduled review date for this policy is XXXXXX.
- 213. The academy will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

#### 41. Appendix a) CLASSROOM CHECKLIST

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the [classroom](#) in additional tables, including any further actions needed. If necessary, discuss your concerns with the Principal in your academy.

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	<b>For stand-alone classrooms:</b>		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
<b>Work at height (falls)</b>	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, e.g. computers?		

<b>Computers and similar equipment</b>	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
<b>Asbestos</b>	If the academy contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
<b>Fire</b>	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

#### 42. Appendix b) REGISTER OF APPOINTED PERSONS

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.



Role	Appointed person	Telephone number	Email address
Chair of Compliance BOD	Geoff Taylor Smith		gtaylorsmith@stnicholasowen-mac.org.uk
Catholic Senior Executive Leader (CSEL)	Suzanne Horan	01562 549460	shoran@stnicholasowen-mac.org.uk
Chief Finance and Operations Officer (CFOO)	Amanda Hodder	01562 549460	ahodder@stnicholasowen-mac.org.uk
Health and Safety External Competent person	Mike Morton Dudley MBC	01384 817877	Mike.Morton@dudley.gov.uk
Principal Hagley Catholic High School	James Hodgson	01562 883193	jhodgson@hagleyrc.worcs.sch.uk
Principal St Ambrose Primary School	Emma Brocklesby	01562 823568	EBrocklesby@st-ambrose.worcs.sch.uk
Principal St Joseph's Primary School	Andy Carry	01384 818325	ACarry@st-jo-st.dudley.sch.uk
Principal St Mary's	Olga O'Beirne	01384 818435	oobeirne@st-mary-bh.dudley.sch.uk
Principal Our Lady of Fatima Primary School	David Simmons	0121 4292900	dsimmons@olfatima.bham.sch.uk
Principal St Wulstan's Primary School	Kim Savage	01299 877808	Kes32@wulsev.worcs.sch.uk
Business Manager Hagley	Tracey Brown	01562 883193	tbrown@hagleyrc.worcs.sch.uk
Business Manager St Ambrose	Kate Fish	01562 823568	Scf16@st-ambrose.worcs.sch.uk
Business Manager St Josephs	Debbie Faux-Conduit	01384 818325	dfaux@st-jo-st.dudley.sch.uk
Business Manager St Marys	Dawn Beese	01384 818435	dbeese@st-mary-bh.dudley.sch.uk
Business Manager Our Lady of Fatima	Claire Billingham	0121 4292900	cbillingham@olfatima.bham.sch.uk
Business Manager St Wulstan's	Dawn Beese	01299 877808	finance@wulsev.worcs.sch.uk

#### 43. Appendix c) CONSTRUCTION PHASE PLAN

Under The Construction (Design and Management) Regulations 2015, the school, as a client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

<b>Your name/company:</b>	<b>Name of principal contractor</b>
<b>Name and address of client</b>	

<u>Name of school</u> <u>Address line 1</u> <u>Address line 2</u> <u>Town/city</u> <u>Postcode</u>					
Principal designer					
Name of principal designer					
Address					
Phone number					
Email address					
What is the job?					
Is there anything the client has made you aware of?					
Key dates					
Start:		Finish:		Other:	
Where are your toilets, washing and rest facilities?					
What are your fire and emergency procedures?					
Other employees of the contractor working on site					
Name			Contact details		

<b>What are your site induction arrangements?</b>		
<b>How will you keep everyone on site updated during the job?</b>		
<b>Risk assessment</b>		
<b>What are the main dangers on site?</b>	<b>Hazard is present? (Y/N)</b>	<b>What controls do you have?</b>
<b>Falls from height</b>		<ul style="list-style-type: none"> <li>Ladders are kept in good condition, at the correct angle, and secured.</li> <li>Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working platforms and other open edges.</li> </ul>
<b>Collapse of excavations</b>		<ul style="list-style-type: none"> <li>Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.</li> </ul>
<b>Collapse of structures</b>		<ul style="list-style-type: none"> <li>Props are installed by a competent person to support structures.</li> </ul>
<b>Exposure to building dusts</b>		<ul style="list-style-type: none"> <li>Dust is prevented by using cutting and vacuum extraction on tools.</li> <li>Vacuum cleaners are used instead of sweeping.</li> <li>Suitable and well-fitted masks are used.</li> </ul>
<b>Exposure to asbestos</b>		<ul style="list-style-type: none"> <li>Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out.</li> <li>Everyone on site is made aware of the outcome of the survey,</li> </ul>
<b>Activities or workers requiring supervision</b>		<ul style="list-style-type: none"> <li>The appropriate supervision is provided.</li> </ul>
<b>Electricity</b>		<ul style="list-style-type: none"> <li>The electricity supply and other services are turned off before drilling into walls.</li> <li>Excavators and power tools are not used near suspected buried services.</li> </ul>

<p><b>Risks to members of the public, the client and others</b></p>		<ul style="list-style-type: none"> <li>• The site is kept secure in order to prevent unauthorised access.</li> <li>• Net scaffolds are used.</li> <li>• Rubbish chutes are used.</li> </ul>
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#### 44. Appendix d) REGISTER OF CONSTRUCTION PHASE PLANS (CPP)

Name of contractor	Construction/maintenance project	Date CPP added to register	Retention period	Scheduled date for CPP destruction
<u>Name</u>	<u>Swimming pool expansion</u>	<u>Date</u>	<u>20 years</u>	<u>date</u>

## 45. Covid 19 Update - SARS-CoV-2 SUPPLEMENT TO HEALTH & SAFETY POLICY

### 1. Introduction

- 1.1. In recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.
- 1.2. In order to ensure the MAC continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

### 2. Risk assessment

- 1.3. St Nicholas Owen Catholic Multi Academy Company has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our MAC (from September 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and action plan cover the following Health and Safety elements:

<ul style="list-style-type: none"><li>• Buildings &amp; Facilities</li><li>• Emergency Evacuation</li><li>• Hygiene, Cleaning &amp; Waste Disposal</li><li>• Classrooms</li><li>• Staffing</li><li>• Group Sizes</li><li>• Social Distancing</li><li>• Medical care</li></ul>	<ul style="list-style-type: none"><li>• Catering</li><li>• PPE</li><li>• Response to suspected/confirmed Covid-19 cases</li><li>• Curriculum/learning environment</li><li>• Communication</li><li>• Governance</li><li>• School events (including trips)</li><li>• Out of hours use of school</li></ul>
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- 1.4. The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet the current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided. A copy is shared on the academies website.

### 3. Roles and responsibilities

- a. **The Catholic Senior Executive Leader (CEO), supported by the Chief Finance and Operations Officer (CFOO) will:**
  - Regularly assess the effectiveness of the policy, risk assessment and action plan
  - Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
  - Ensure staff have access to any training or instruction required to implement the action plan
  - Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place
- b. **The Principal's will:**
  - Have overall responsibility for the development and implementation of the policy, risk assessment and action plan

- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

**c. All staff will:**

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Principal
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

**d. Parents will:**

- Adhere to any recommendations from the MAC to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the academy or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the academy.
- Ensure their child is aware of any protective measures put in place by the academy and to encourage them to comply
- Always adhere to government guidance to reduce the risk of transmission
- Ensure their child does not mix socially outside of academy, other than as permitted by current Government guidance

**e. Pupils will:**

- Observe the Health and Safety rules of the MAC, including new arrangements in response to COVID-19
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

- 1.5. Relevant Health and Safety information has been communicated to all staff and the wider community. The Principal's commit to holding regular staff meetings via Microsoft Teams, updating noticeboards, shared drive/folders and the risk assessment on the academy website.