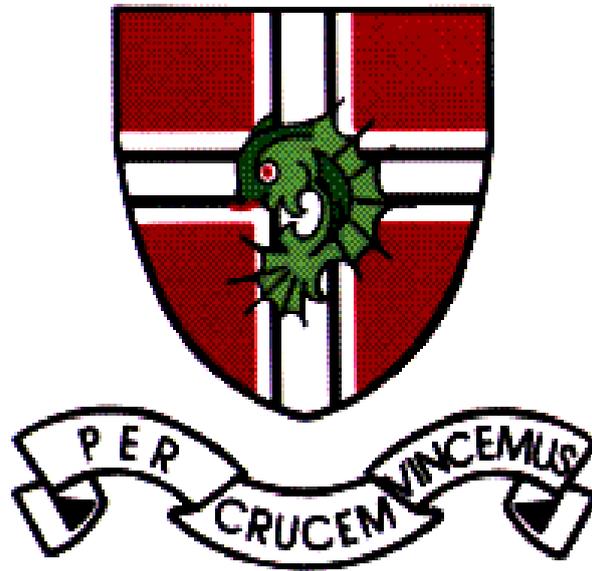


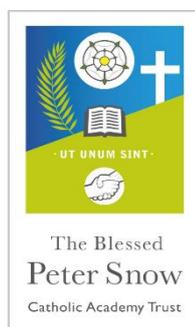
# St John Fisher Catholic Voluntary Academy



## Health and Safety Policy

Approved: November 2017  
Review Date: November 2018

## The Blessed Peter Snow Catholic Academy Trust



The Catholic Voluntary Academies which form the Blessed Peter Snow Catholic Academy Trust are distinctive as we provide grounding in the Catholic Faith for all our children. The special character of our Catholic academies is the quality of the religious teaching, integrated into the overall education of our children. Our beliefs, which are Gospel centred, affect the way we live, making our academies living examples of Christ and His teachings.

*"Education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom. And true wisdom is inseparable from knowledge of the Creator." (Pope Benedict XVI, Address to Teachers and Religious, Twickenham, September 2010).*

**Our Academies therefore operate and are informed by the following four key principles of Christian formation:**

- **Places of Discipleship**
- **Places where Communities are created**
- **Places of Learning**
- **Places where we treasure God's World**

**In light of the above principles, the Trust aims to:**

- ensure secure, welcoming and engaging environments in which all individuals learn to value and respect both themselves and others
- provide all individuals with the opportunities to achieve excellence, to develop their full potential as human beings and to encourage and challenge them to do so
- uphold the unshakable belief in the unique potential of each child, student and member of staff
- provide a curriculum that initiates students into the knowledge, values, attitudes and skills they need to become mature Christian adults in their personal, social, family and working lives.

### **Vision for the Curriculum**

Catholic schools are called by the Church to play their part in glorifying God and making Christ known. St Irenaeus taught that God is glorified by human beings who are fully alive and this is recognised by the mission statement of our school, which speaks of "developing our full potential in the image of Christ".

This is relevant to every aspect of the life of our school, but it has particular bearing on the curriculum - that is, the whole range of planned activities, within and without the classroom, which give pupils opportunities to learn. We believe that the Catholic nature of our school should

Academy Resources Committee

infuse every aspect of our curriculum, and not just be constructed around it.

### **Mission Outcomes**

The Academy Council has clearly stated its aims for the school, and these indicate the outcomes that we desire for the pupils who come to learn at St John Fisher Catholic Voluntary Academy.

We aim to produce young men and women who know and love God, and appreciate the wonder and beauty of His creation. Through studying at our school, they will have grown in self-esteem and have the understanding they need to help them live the Catholic faith. Through the opportunities provided to develop their intellectual and physical potential, they will have discovered new things about themselves and be equipped to go on learning throughout their lives. They will be responsible adults, able both to serve others and to contribute to society in a thoughtful and reflective manner. In particular, they will be well prepared to take their place in a multi-cultural and technological world that is rapidly developing, yet work for the common good of all people using those virtues that never change.

## ST JOHN FISHER CATHOLIC VOLUNTARY ACADEMY HEALTH AND SAFETY POLICY STATEMENT

1. This policy statement complements (and should be read in conjunction with) the **Kirklees Council, Children and Young Peoples Service (ChYPS) Health and Safety Policy.**
2. The requirement to provide a safe and healthy working environment for all employees, students, visitors and contractors is acknowledged and the Academy Council and Academy Leadership Team recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. The Academy Council as the employer at St John Fisher Catholic Voluntary Academy will ensure so far as is reasonably practicable that:
  - a) All places and premises where staff and pupils are required to work and engage in Academy activity are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on Academy premises or taking part in Academy activities elsewhere e.g. Work experience and off-site visits).
  - b) All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances of work.
  - c) Appropriate safe systems of work exist and are maintained.
  - d) Sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and can contribute in a positive manner towards their own health and safety and others.
  - e) A healthy working environment is maintained including adequate welfare facilities.
4. **The Academy Council are committed to:**
  - a) Improving Health and Safety at St John Fisher Catholic Voluntary Academy by recognising it as an integral part of Academy's performance to be reviewed alongside other targets and achievements. This is to be assessed twice yearly at meetings of the The Academy Council Resources committee. Performance Indicators are to be formulated and assessed by the Academy Health and Safety Forum.
  - b) Achieving a high level of Health and Safety performance, compliance to legal requirements being the minimum standard acceptable.
  - c) Providing adequate and appropriate resources to implement the policy as funds allow, all relevant personnel to be given authority and resources (including time) necessary to carry out duties and responsibilities.
  - d) Placing the management of health and safety as a prime responsibility of line management, from Head Teacher to front line supervisor level across all staff. Individual health and safety responsibilities to be included in all job descriptions and discharging of responsibilities to be assessed as part of appraisal system.
  - e) Employee involvement and consultation at all stages.
  - f) Annual review of policy as part of the remit of The Academy Council Resources Committee as advised by Academy Health and Safety forum.
  - g) Ensuring that employees at all levels receive training appropriate to the tasks they perform and the risks they are exposed to.

Signed: Chair of The Academy Council      Rev Dr J D Cortis

Acting Headteacher: Mr J Taylor

## Part 2 Organisation and Responsibility

Overall responsibility for health and safety in Academies rests with the employer.

Type of School	Who is the Employer?	Comments
Academy – part of a Catholic Multi Academy Trust	<b>The Blessed Peter Snow Catholic Academy Trust</b>	Where LA employed staff are working on these premises (e.g. Catering Staff) the LA has responsibility for their health and safety.

Regardless of anything stated above, all Academy Councils have health and safety responsibility as the **occupier** of the premises.

Headteacher must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Academy Council arrangements arising out of their health and safety responsibilities.

### Organisation and Responsibilities for Health and Safety

Duties and responsibilities for health and safety are assigned to Staff and The Academy Council based upon the following suggested roles.

<b>Policy-makers</b>	
<b>Planners</b>	Develop the local plans to achieve Trust/Academy health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
<b>Assisters</b>	Have the authority, independence and competence to advise Headteacher, The Academy Council and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.
<b>Employees</b>	Irrespective of their position within the Academy organisation, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

### Who are the Policy-makers, Planners, Implementers, Assisters and Employees in The Academy?

	Policy-makers	Planners	Implementers	Assisters	Employees
The Academy Council					It is recognised that some of the Academy Council are employees
Headteacher					
Academy Leadership Team					
Deputy/Assistant Headteacher					
Business Manager/Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Policy Group					
Health and Safety Adviser					
LA Officers e.g. ChYPS Staff Occupational Health Staff Specialist Technical staff HR Adviser					

## The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
The Academy Council	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the Academy's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Headteacher	
Resources Committee	
H&S Advisers	
Academy Leadership Team	

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the Health and Safety Policy ;
- Must ensure that the Academy has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all Academy activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Academy Council;

- Must ensure that those who have been assigned specific responsibilities in the Academy for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the Academy on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the Academy is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteacher's behalf (see **Assisters** below.)
- Seek advice from and receive reports from the Kirklees Council Group Safety Advisers and their Academy Improvement Officer as appropriate and take actions as necessary;
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit;
- The Academy council will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;

<b>Planners</b>	
Headteacher Members of the Academy Leadership Team The Academy Council Governor for Health and Safety Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/ Academy health & safety objectives.  Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down in the Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the Academy and Academy activities taking place outside Academy premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the Academy planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
  - appoint a Premises Manager (see **Implementers** below);
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the Academy are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the HSE, the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the Academy planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise The Academy Council of the resources and arrangements needed to manage health and safety effectively as part of the Academy planning process;
- Communicate any health and safety actions outlined in the Academy planning process to relevant staff and The Academy Council;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for health and safety
- Seek help from the Group Safety Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the Academy Council and/or the Kirklees Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support;
- Ensure that an annual **Premises H&S Inspection** is carried out, (This duty may be delegated to other members of Academy staff);

- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be shared with other staff such as SLT);
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **Health and Safety Audit** which may be carried out by the Council's H&S Team as part of the purchased Health and Safety and Asset Management buy back.
- Advise the Academy Council and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

The Academy has a Health and Safety Forum which meets regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the Academy a separate meeting may not be required. It is recommended that Health and Safety is a regular agenda item in these meetings.

A biannual report to the Academy Council outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the Academy's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

<b>Implementers</b>	
Headteacher (also Policy maker, Planner) Academy Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies developed within Academy;
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies

and any arrangements which have been developed by the Policy makers and Planners;

- Understand and own the plans in place for H&S as part of the overall Academy planning process, monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans);
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
- Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. intranet/Newsletters);
- Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. Academy trips.

### **Premises Managers – Business Manager/Caretaker**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the Health and Safety Policy. These are reproduced here;**

1. To maintain an understanding of Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;

4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Recording 01 (IR01) forms are available;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Kirklees as a result of a maintenance contract visit.

<b>Assisters</b>	
<b>Health and Safety Coordinators</b> <b>Health and Safety Advisors</b> <b>Occupational Health Professionals</b> <b>Specialist Technical Staff</b>	<b>Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives).</b> <b>They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field</b>

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities laid down in the Health and Safety Policy;
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary;
- Will keep up to date with Health and Safety issues and changes
- May take on certain functions such as communication, collation of statistics, coordination of H&S Inspections/Audits as directed, but the overall responsibility rests with the Headteacher;

- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Academy Council to view as part of their monitoring process.

**Irrespective of their position everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.**

### **Employees [including temporary & volunteers]**

**Employees** – Irrespective of their position within the Academy’s structure, all staff are employees and therefore all the employee responsibilities within the Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Academy Council and senior management of the Academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### **Pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all Academy safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Academy Council is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## Part 3 Detailed Arrangements and Procedures

### St John Fisher Catholic Voluntary Academy

The following procedures and arrangements have been established within our Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### 1. **Accident Reporting, Recording & Investigation**

All accidents and incidents are reported to Academy welfare assistant in the medical room.

She maintains an accident register and major incidents involving staff and/or pupils are forwarded to Kirklees Asset Management by the Business Manager using the LACHS website.

The Business Manager assesses and investigates any Health and Safety issues. A post incident risk assessment is conducted and any necessary remedial action.

All incidents are reported to the The Academy Council Resources Committee

Ref: *Guidance Note 12; Risk Assessment SJF001*

#### 2. **Asbestos**

The PAMP is maintained by the Business Manager and contains details of all Asbestos surveys conducted in the Academy.

The manual is located in the Finance Office.

A full level 2 survey of the Academy was conducted in October 2009.

All contractors are made aware of the policy during a pre- site contract meeting and Asbestos is always an agenda item.

Contractors must complete a Risk assessment before commencing work.

Staff have been instructed to consult the caretaker prior to affixing anything to walls.

The Caretaker is fully aware of this policy and checks the premises weekly for any sign of disturbance.

In the event of Asbestos being disturbed the Caretaker is to be informed immediately, the affected area is to be evacuated and sealed and Kirklees Scientific Services are to be called in immediately.

Ref: *PAMP, Guidance Note 2, Risk Assessment SJF002*

#### 3. **Contractors**

All large projects are managed by Langtry Langton building consultancy. A pre-contract site meeting is always conducted by Langtry Langton with the Headteacher, Chief Financial Officer, Business Manager and Caretaker normally present. Health and Safety is an agenda item and safe working practices are agreed. Contractors are advised of any H & S risks in the site concerned and of our Fire Evacuation procedures. They also provide their own H & S risk assessments for the job. Name & Telephone numbers of site foreman is obtained and Academy contact details are given. Child protection issues are covered in this site meeting and all contract personnel on site are required to be DBS checked. Any H & S problems arising in the course of the contract are reported either by the contractor or by Academy staff to Langtry Langton. Langtry Langton visit the site on a regular basis during the contract. At the end of each contract the contractor is required to provide a H & S file before final payment.

For smaller projects managed by the Academy, the caretaker ensures that Health and Safety is covered in his initial meeting with the contractor and that any issues are brought to his attention. Contractors provide their own Risk assessments and are

required to be DBS checked if working on the premises during the school day. The Caretaker checks on the contractor regularly to ensure safe working practices.

In either case if access routes or fire escape routes need to be changed during the contract the SLT will be involved in the pre- site meeting and all staff will be informed.

Ref: *Guidance Note 5, Risk assessment SJF005*

4. **Curriculum Safety** [including out of school learning activity/study support]  
Teaching staff undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment.  
PE and Science have their own Health and Safety Policies, Technology use Kirklees Guidance 1 and CLEAPPS.  
Science staff use “CLEAPPS Academy Science Service Laboratory handbook”  
PE staff refer to “Safe Practice in Physical Education and Academy Sport”  
PE policy see Risk assessment SJF028,  
Science Policy see Risk Assessment SJF 033  
Out of school learning activity is managed using KMC’s Guidance and St John Fisher Educational Visits policy kept with Guidance 21 (see item 28)

Ref: *Guidance 1,21,24,27,  
Risk Assessments SJF006,007,011,014,,015,028,029,033,049.*

5. **Electrical Equipment** [fixed & portable]  
Portable Electrical testing annually by a NEIC contractor.  
Major Fixed Electrical testing by Kirklees – a buy back service  
Records maintained in Finance office.  
All appliances brought in from home to be tested before use. Staff reminded in briefing.  
Faulty equipment reported to caretaker who removes and disposes or arranges repair.  
Academy kitchen checked by Catering contractor

Ref: *Guidance 25, Risk Assessment SJF012*

6. **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**  
Fire Evacuation policy retained with the Risk Assessment in the Finance office and a copy located in the Fire File below the fire panel in the main entrance. Distributed to all staff termly by briefing notes.  
Fire drills to be conducted termly and records kept in the fire file. The fire file also contains details of all alarm tests and false alarms.  
The fire brigade are called automatically when the alarm is set off.  
The fire assembly areas are on the field in front of the Academy.  
All visitors are informed of our evacuation procedures as are new members of staff.  
Each new Year 7 are walked through an evacuation in their first week and prior to the first drill.  
All escape routes are clearly marked and an Evacuation notice is located in every room.  
The routes and evacuation notices are checked termly.  
Fire extinguishers are maintained by Kirklees Council.

7. **Fire Risk Assessment**  
Fire Risk Assessment is prepared and reviewed by Caretaker & Business Manager

annually in September, or following any major changes to buildings or practices. Action required following this to be taken immediately and Assessment reviewed with 1 month. This is retained in Risk Assessment file in Finance office.

*Ref: Guidance Note 8, Fire Risk Assessment*

## **8. First Aid**

A full list of approved First Aiders is listed in Appendix A for Internal use of this policy

First Aid boxes located on each floor in each block of Academy, 3 in PE department and 1 in minibus. These are checked and restocked by Academy Welfare Assistant.

Welfare assistant is responsible for calling Ambulance, accompanying children to hospital. Business Manager maintains list of First Aiders

*Ref: Guidance Note 9, Risk Assessment SJF013*

## **9. Gas Safety**

Gas Safety checks are conducted by Kirklees as part of Asset Management buy back for boilers and for Bunsen burners in science. Academy arranges an annual safety check for cookers in Technology

*Ref: Guidance 33 Gas Safety*

## **10. Glass & Glazing**

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard.

Glazing survey conducted annually, all areas identified as high risk have either been reglazed, filmed or the windows made inaccessible by benching or boarding.

*Ref: Guidance Note 10, Risk Assessment SJF018*

## **11. Site - Safety/Security**

Risk Assessment SJF 034 outlines the Academy's security precautions.

The grounds are subject to a maintenance contract which specifies in detail the work required by the contractor.

Staff access via the main entrance is by swipe card.

A touch screen visitor entry system is located in reception and all visitors are directed here to sign in electronically and are issued with a badge including photograph.

Locking up is conducted each evening by a Caretaker, he does not follow the same route but has a checklist to ensure that all doors are locked.

Gates are locked after school starts and not reopened until just before school finishes except in an emergency. The main entrance is the only available entrance during the school day.

During evening lettings, only the areas in use are opened. These are generally managed by KAL who have a member of staff on site.

Intruder alarms are tested quarterly as part of the Asset Management buy back.

*Ref: Guidance Note 23, Risk assessment SJF034 Contracts file Business Managers office.*

## **12. Hazardous Substances (COSHH)**

Cleaning

COSHH sheets are obtained and retained for all hazardous substances in the caretakers office. All are stored in cleaning cupboards which are kept locked. A request slip system is in place for cleaners to obtain new supplies.

The science faculty purchase CLEAPSS Hazcards for all chemicals used and utilise CLEAPSS School Science Service Laboratory handbook as the basis for their Health and Safety policy.

*Ref: Guidance 11.27, Risk Assessment SJF019*

**13. Health and Safety Advice**

Health and Safety is coordinated by the Academy Business Manager and any queries or advice should be referred to her in the first instance.

Kirklees Council Group Safety Advisor Patrick McCann tel 07976177880, ChYPS Asset Management Team, Asset Management Officer Carol Cole tel 07976497568 are available for advice.

**14. Housekeeping – Storage, cleaning & waste disposal**

All rooms are cleaned daily and rubbish removed to skips. Deep cleaning undertaken during holiday periods.

Cleaners are trained in wet floor cleaning procedures to minimise risk and enable quick drying. Wet floor signs are always used.

In science there is a special bin for glass disposal. Otherwise it is disposed directly into the skip, wrapped in paper.

At times of heavy snow a contractor is called in to remove and make pathways/drives safe for vehicles and pedestrians. Light snow/ice is dealt with by caretaking staff who keep a supply of grit.

Skips are kept securely and 10m from buildings, they are emptied twice weekly.

All electrical appliances are recycled using a recycling contractor to ensure safe disposal in accordance with WEEE regulations.

*Ref: Guidance 11, Risk Assessment SJF019*

**15. Handling & Lifting**

All relevant staff are trained in Manual Handling with annual updates for new staff.

Relevant staff are identified by their role/Job Description and offered training accordingly. Special Needs staff have received specific training

*Ref: Guidance 15, 30 Risk Assessment SJF023*

*Safer Object Handling and Children's Safer Manual Handling*

**16. Jewellery**

Girls may wear one pair of ear studs in the lower lobe of the ears. Boys are not permitted to wear jewellery apart from as below.

A small crucifix, religious medal or similar worn under clothing around the neck, and a watch are the only permitted forms of jewellery.

*Ref: Prospectus, SJF Website Academy Uniform Policy*

**17. Lettings/shared use of premises**

KAL manage hiring of Sports Hall, Gym, Dance Studio and All Weather Pitch outside normal Academy hours, they apply their own Health and Safety policies and procedures and they staff the facilities throughout periods of Hire.

Academy occasionally hires the Hall, fields and sometimes classrooms.

In these instances a copy of our lettings procedures and requirements are given to the hirer and a contract is signed.

Hirers are responsible for their own Risk Assessments, First Aid, Insurance and fire registers.

*Ref: Guidance 8, Risk Assessment SJF020*

## 18. Lone Working

### St John Fisher Catholic Voluntary Academy

## Lone Workers Policy

- Risk assessment has identified several situations where staff are at risk through working alone.
  - Cleaners
  - Caretaker
- And in school holidays
  - Business Manager, CFO
  - IT technicians
  - Technology technician
  - Office Manager
  - Data Manager
  - Plus other occasional staff members.
- Cleaners should leave the premises in a group.
- Caretaker to be aware at all times of location of cleaners.
- Caretakers to have mobile phone when locking up premises alone.
- A Caretakers is only to use scaffolding or ladders in the presence of at least one other employee.

### During school holidays

- Main entrance door kept closed, swipe card access only.
- Visitors greeted via reception area not directly at door unless known.
- Office Manager, Data Manager, IT technicians and Technology technician to inform Business Manager or CFO of location at all times.
- Any other members of staff in school must sign in and out at reception, noting the area of school they are working in.
- Students in school during the holidays must be accompanied by a member of staff at all times. The staff member is responsible for maintaining an attendance list for use in the event of an evacuation.

## 19. Maintenance / Inspection of Work Equipment (including selection of equipment)

Ladders and steps are checked for safety termly by caretaking staff and whenever used..

Fume Cupboards are tested annually.

PE equipment is tested annually by Metrogym and recommended repairs are completed.

Technology workshop machinery is inspected by H & S Williamson annually, recommended repairs then completed.

Sewing machines are serviced annually and the Laser Cutter is on an annual maintenance contract.

The lifts are maintained as part of KMC - Asset management buy back. They are checked annually and recommended repairs completed.

Boilers are serviced and maintained by KMC - Asset Management buy back.

Furniture is checked daily as part of the cleaning regime, staff are also asked to report defects to caretaking staff.

The Fire Alarm is tested weekly by caretaking staff and Quarterly by Kirklees as part of KMC - Asset Management buy back.

Fire extinguishers are checked annually by KMC - Asset Management buy back.

*Ref: Guidance 1,8,11,24,27,33. Risk Assessment 7,19,28,31,33,36,*

**20. Monitoring the Policy and results**

Health and Safety checks conducted termly by Business Manager & Caretaker. A full evaluation of Risk assessments and action plan is prepared annually. Action plan then reviewed after 3 months.

Annual Health and Safety checks are conducted by Staff Representatives with the Business Manager an action plan then prepared and followed up by the Business Manager.

Accident and Incident reports are prepared by the Welfare assistant, monitored and investigated and notified by Business Manager, reported twice yearly to The Academy Council Health and Safety Committee.

*Ref: Guidance Note 19,26*

**21. New & Expectant Mothers**

Headteacher meets with pregnant staff and pupils and advises re Health and Safety and initial Risk Assessment. Faculty Heads are directed to Guidance Note 31 and Risk Assessment SJF030 to ensure that correct procedures are followed to produce a specific personalised risk assessment.

*Ref: Guidance Note 31, Risk Assessment SJF030*

**22. Noise**

The Academy has a noise meter to assess possible risk locations. Ear defenders are provided where necessary.

*Ref: Risk Assessment 26*

**23. Poster on Health and Safety Law**

Caretaker obtains supplies of posters, sites in each block of Academy and keeps up to date.

**24. Personal Protective Equipment (PPE)**

Caretaking staff wear safety boots and are supplied with waterproof clothing to wear when necessary. Face masks are available for use in dusty environments and when painting.

Medical room staff have access to gloves and face masks to use when necessary. Eye goggles are worn by pupils and staff in Science and Technology lessons, see curriculum policies and Risk Assessments.

*Ref: Guidance note 22*

**25. Reporting Defects**

Premises hazards are reported to Caretaking staff using their repairs request forms or by email. Caretaking staff prioritise and arrange repairs with reference to the Business Manager/CFO in case of an expensive, difficult or contentious item.

Wet floor signs, yellow/black tape and various signs are available from the caretakers to isolate an area until made safe or rectified.

Hazards relating to policy or process are reported to the Business Manager/CFO or directly to a member of SMT.

**26. Risk Assessments**

The Business Manager arranges annually for risk assessments to be undertaken by those with relevant responsibilities. These are retained in a file in the Finance office and supplemented by more specific and detailed risk assessments. An action plan is produced based on these assessments, appropriate action is taken and reviewed within 3 months.

Individual Risk assessments are prepared for each off-site visit and any other hazardous activity. See item 28

*Ref Guidance 26, 21.*

**27. Signs and Signals**

Caretaker prepares and locates all sign and signals.

**28. Academy Trips/ Off-Site Activities see also item 31**

The Academy educational visit policy in the Guidance file ref 21 details in full the procedures for planning and risk assessing all educational and off site visits.

*Ref: Guidance 21, Risk assessment SJF011*

**29. Occupational Health - Stress and staff Well-being**

See Staff Wellbeing and Work Life Balance policy on Academy Website. Annually buy back from KMC, Occupational Health services.

*Ref: Guidance 35 Risk Assessment SJF038*

**30. Other Academy Buildings**

N/A

**31. Academy Transport – e.g. minibuses**

The minibus is managed by the caretaker, he refuels, arranges maintenance and checks safety daily. All users have a safety checklist to go through before it is taken out.

All drivers must have a valid Kirklees permit to drive minibus. This requirement includes hirers.

A full list of approved Mini Bus Drivers is available from the Finance Office.

A ROSPA minibus safety booklet is kept in the minibus for reference. Legislation re number of drivers for trips is checked when bookings are made. Staff are trained in using the platform for wheelchairs and when applicable trained staff are present for the trip.

*Ref Guidance 18, Risk Assessment SJF042*

**32. Smoking**

The Academy is a nonsmoking establishment. Smoking is not permitted anywhere on the premises, including grounds and car parks. This rule is rigorously maintained.

### 33. **Staff Consultation and Communication**

The Academy Council Resources Committee meets termly and Health and safety is a statutory part of this committee.

Terms of Reference:

To monitor fire prevention procedures.

To monitor reports on incidents

To ensure effective records are kept with respect to health and safety and safeguarding

To monitor that an inventory of sources of hazards has been produced for which appropriate risk assessment is needed

To review Health and Safety Policy annually

The Academy Health and Safety Forum meets biannually prior to an Academy Council meeting.

Terms of Reference:

Identifying sources of Hazard

Risk Assessment

Active Monitoring

Communicating Issues and suggestions for H & S improvements

Staff are able to report issues via the above forum or direct to the Business Manager or Caretaker.

Communication is via email or briefing notes.

Health and Safety files including policy, Risk Assessments, Guidance and PAMP are located in the Finance Office.

Advice on specific issues can be obtained from [hse.gov.uk](http://hse.gov.uk)

### 34. **Supervision**

The Academy's safeguarding policy is retained with Guidance 4 or on the Academy website. Duty rotas are prepared to ensure supervision at breaks and lunchtimes. 7 Lunchtime supervisors are also employed.

Children are not allowed to leave the Academy premises during the school day unless they are going home for lunch. See Academy Prospectus.

Children leaving school for any other purpose must have permission and sign out in the attendance office.

All regular visitors including contractors are asked for their DBS reference.

*Ref Guidance 4*

### 35. **Swimming Pool Operating Procedures (where applicable)**

NA

### 36. **Training and Development**

All new staff are directed to this Health and Safety Policy, Risk Assessments and Guidance in the Finance Office during induction. New staff in areas requiring specific training eg Manual handling are trained as soon as possible after commencement.

The Business Manager has been IOSH trained.

### 37. **Use of VDU's / Display Screens / DSE**

DSE assessments are conducted annually by the Business Manager and IT manager for all those who use VDUs for more than 5 hours per day.

Any issues or requests for sight tests are submitted to the Business Manager in the

first instance.

All users (use of VDUs for over 5 hours per day) are supplied with good quality adjustable chairs and any other equipment they may need to meet DSE specifications.

*Ref Guidance 6, Risk assessment SJF009*

**38. Vehicles on Site**

Pedestrian walkways are marked.

The main entrance and exit are strictly one way.

Children are closely supervised by staff at bus collection time.

All other vehicle movement (staff, parents, visitors, contractors) is not allowed when buses are on site. From 8.45am to 9.15am and from 3.00pm to 3.45pm.

Speed on entry to the premises is clearly marked at 5mph.

Yellow lines and hatches are marked to restrict parking to allow access and egress for emergency vehicles at all times

*Ref Risk Assessment SJF035*

**39. Violence to Staff**

The Academy adopts Kirklees guidance with regard to Violence.

Staff are encouraged to complete incident reports for more serious violent incidents even if they do not involve injury.

All violent incidents are reported to the Headteacher.

The Academy has a lone worker policy, see item 18 of this document.

*Ref Guidance 29 Risk assessment SJF044*

**40. Vibration**

If it is felt that the use of certain tools by caretaking staff would expose them to excessive vibration, the use of an external contractor with access to safer equipment or controls is considered

**41. Welfare**

To ensure that welfare facilities at least meet the minimum standards for Temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992 all building/refurbishment contracts are managed by Langtry Langton who prepare the specifications before tender.

Building temperature is measured and monitored by KMC using the TREND system.

Water temperature is checked monthly by a contractor (see 44)

**42. Working at Height**

Caretaking staff are trained on the use of ladders and ladder safety.

Other staff are encouraged to avoid working at height. If necessary small steps can be used and are provided in all faculties. Staff are actively stopped from using chairs tables etc.

Work requiring use of scaffolding is always done by outside contractors.

Caretaking staff are not allowed to climb on roofs except in an emergency.

*Guidance 13 Risk assessment SJF037*

**43. Waste Management**

Hazardous waste is collected monthly by Cannon Hygiene.

*Guidance 3*

**44. Water Quality/Temperature/Hygiene**

Water Quality manual located in the Finance Office.

Water quality checks conducted by Carillion for Kirklees Council who provided Service Inspection and maintenance buy back.

Monthly, Quarterly, Bi-Annual and Annual checks are outlined and scheduled in the manual.

*Ref: Risk Assessment SJF040*

**45. Work Experience**

All Work Experience is managed by Calderdale and Kirklees Careers Service who conduct full Risk Assessments for all Work Placements.

*Ref: Risk Assessment SJF 045*

**Part 4 Key Performance Indicators****Monitoring the Policy and results**

Health and Safety checks conducted termly by Business Manager & Caretaker. A full evaluation of Risk assessments and action plan is prepared annually. Action plan then reviewed after 3 months.

Annual Health and Safety checks are conducted by Staff Representatives with the Business Manager an action plan then prepared and followed up by the Business Manager.

Accident and Incident reports are monitored and investigated by Business Manager, reported twice yearly to The Academy Council Resources Committee.

*Ref: Guidance Note 19,26*

**Accident Reporting, Recording & Investigation**

All accidents and incidents are reported to Academy welfare assistant in the medical room.

She maintains an accident register and major incidents involving staff and/or pupils are forwarded by the Business Manager to Kirklees Asset Management using LACHS website.

Business Manager immediately for assesses and investigates any Health and Safety issues. A post incident risk assessment is conducted and any necessary remedial action.

All incidents are reported to the Academy Council Resources Committee

**Risk Assessments**

The Business Manager arranges annually for risk assessments to be undertaken by those with relevant responsibilities. These are retained in a file in the Finance office and supplemented by more specific and detailed risk assessments. An action plan is produced based on these assessments, appropriate action is taken and reviewed within 3 months.

Individual Risk assessments are prepared for each off-site visit and any other hazardous activity using EVOLVE software.

See Risk Assessment Action Plan

**Fire Risk Assessment**

Fire Risk Assessment to be prepared and reviewed by Caretaker & Business Manager annually in September, or following any major changes to buildings or practices. Action required following this is taken immediately and Assessment reviewed with 1 month. This to be retained in Risk Assessment File in the Finance office.

See Fire Risk Assessment Action Plan

### **Staff Consultation and Communication**

The Academy Council Resources Committee meets termly and Health and safety is a statutory part of this committee.

Terms of Reference:

To monitor fire prevention procedures.

To monitor reports on incidents

To ensure effective records are kept with respect to health and safety and safeguarding

To monitor that an inventory of sources of hazards has been produced for which appropriate risk assessment is needed

To review Health and Safety Policy annually

The Academy Health and Safety Forum meets biannually prior to an Academy Council meeting.

Terms of Reference:

Identifying sources of

Hazard Risk Assessment

Active Monitoring

Communicating Issues and suggestions for H & S improvements

Staff are able to report issues via the above forum or direct to the Business Manager or Caretaker.

Communication is via email or briefing notes.

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### **Use of VDU's / Display Screens / DSE**

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All users (use of VDUs for over 5 hours per day) are supplied with good quality adjustable chairs and any other equipment they may need to meet DSE specifications

**Equality Impact Assessment -**

<b>School</b>	<b>St John Fisher</b>
<b>Date</b>	<b>November 2017</b>
<b>Lead member of staff</b>	<b>Deputy Head Teacher Miss S Wilkinson</b>
<b>Other involved staff/role</b>	

**Proposed Plan**

Background/ how this proposal has come about

Reason for proposal – to introduce new practice/provision  
to change or reduce practice/provision  
to remove practice/provision

Main stakeholders

Any legislation or guidance that informs the proposals

Review and update of current policy.

**Is the proposal likely to have an adverse impact on compliance with the Equality Duty?**

Eliminating unlawful discrimination, harassment and victimisation

**N**

Promoting equality of opportunity

**N**

Fostering good relations

**N**

Please explain

**Consultation Process**

With whom do you plan to consult?

How?

Where is the evidence of the consultation?

Full Governing Body - Staff as appropriate

### Potential Issues

<b>Characteristic</b>	<b>Impact of proposal (specify if impact is to pupil, parent/carer, staff, governor, other)</b>	<b>Positive Negative Neutral</b>	<b>Can barrier be removed? Y/N</b>
Disability		<b>Neutral</b>	
Race		<b>Neutral</b>	
Sex		<b>Neutral</b>	
Gender reassignment		<b>Neutral</b>	
Pregnancy, maternity		<b>Neutral</b>	
Religion/belief		<b>Neutral</b>	
Sexual orientation		<b>Neutral</b>	
Marriage, civil partnership		<b>Neutral</b>	
Age		<b>Neutral</b>	

Explain in more detail

**Appendix A****Approved First Aiders**

<b>NAME</b>	<b>LOCATION</b>	<b>TELEPHONE</b>	<b>REVIEW DATE</b>
Janine Firth	Medical Room	7020	12.07.20
Sarah Atkinson	Attendance	7030	06.07.18
Lynda Barlow	English	1143	06.07.18
Kirsty Buckley	PE	7017	12.07.20
Kim Coker	Tech	7016	12.07.20
Grace Collett (Mat)	Office	7010	08.07.18
Lucy Cottrill	ETA		12.07.20
Annette Crowther	Chapel	1681	06.07.18
Chris Egan	PE	1146	06.07.18
Anita Fleetwood	6 <sup>th</sup> . Form Office	7022	12.07.20
Julia Hamill	Learning Mentor	1147	06.07.18
Neil Hunter	Caretaking	7039	27.07.18
Andrew Kerrison	ICT	7038	06.07.18
Vincent Killoury	Tech	7016	12.07.20
Maxine Lambert	ETA		08.07.18
Angie McGreevy	LSU	7029	06.07.18
Pauline Ratcliffe	BSU	7041	12.07.20
Lesley Senior-Watson	Learning Mentor	7013	12.07.20
Mary Smith	Science	7019	14.04.19
Toni Wayman	Food Tech Room	7016	08.07.18
Maria Sykes	ETA		14.02.20

**Approved Mini Bus Drivers**

Angela Alderson	Andrew Murphy
John Berla	Kirsty Buckley
Eileen Butterworth	Matthew Shepherd
Annette Crowther	Mary Smith
Dawn Gavaghan	Tim Sturgess
Vincent Killoury	Michelle Thomstone
Lisa Mowbray	Julia Hamill
	Pauline Ratcliffe