



HEALTH AND SAFETY POLICY

April 2018

Date approved by SNOMAC Directors	23 April 2018
Next review date	23 April 2019
Body responsible for review	Board of Directors

HEALTH AND SAFETY POLICY

Responsibility

The **Board of Directors of Saint Nicholas Owen Catholic Multi-Academy Company** recognise that they have overall and final responsibility for health, safety and welfare at the following Academies;

- Our Lady of Fatima Catholic Primary School, Harborne
- St Ambrose Catholic Primary School, Kidderminster
- St Joseph's Catholic Primary School, Stourbridge
- St Mary's Catholic Primary School, Brierley Hill
- St Wulstan's Catholic Primary School, Stourport on Severn
- Hagley Catholic High School, Hagley

The **Board of Directors** recognise requirements of the Directorate of Children's Services, and undertake to comply with its requirements in respect of maintaining safe and healthy places of work for staff and pupils of the schools.

The **Board of Directors** recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety.

The **Board of Directors** recognise the need to ensure that sufficient funds are reserved to implement all elements of this policy, and to adequately maintain the premises.

The **Academy Committee** of each school accepts that it is their delegated responsibility to ensure that the health and safety policy is implemented and that adequate arrangements are in place to achieve its objectives.

Statement of Policy

Saint Nicholas Owen Catholic Multi-Academy Company commit to provide a safe and secure place for staff, pupils and stakeholders not employed by the schools, by:

- Identifying, assessing and managing risk to health and welfare through risk assessment
- Striving to reduce accidents and cases of work-related ill health by managing risk and implementing adequate controls
- Providing clear instructions, information, training and supervision to staff and pupils
- Providing suitable tools, equipment and safe systems of work
- Providing for the safe use, handling, storage and transport of equipment and substances
- Providing a safe and healthy working environment with adequate welfare arrangements including a safe means of access and egress
- Equipping all staff with the knowledge and resources necessary to take reasonable care for their own health and safety and that of others
- Engaging and consulting with employees on health and safety issues
- Accommodating the establishment of a School Safety Committee and appointment of Safety Representatives, through recognised trade unions
- Requiring all staff to report through the appropriate channels, any risk to health and safety
- Implementing emergency procedures for all foreseeable circumstances and ensure that relevant training is given

Organisation

The **Board of Directors alongside each Academy Committee** will ensure that the health and safety policy is implemented, monitored and regularly reviewed.

The **Academy Committee** of each school has responsibility for appointing competent persons (staff or sub-contractors) to ensure that all legislative requirements for health and safety are met, and that the objectives identified in the statement are fulfilled. They will ensure that adequate resource and funding is allocated to meet the objectives of the policy.

The **Academy Committee alongside the Principal**, will ensure that a responsible person is nominated to manage each of the following:

- Safeguarding
- Fire safety and emergency planning
- First Aid, including accident reporting and investigation and individual care planning
- Risk assessment
- COSHH assessment
- Internal auditing and inspection
- Premises management including statutory checks, planned maintenance and cleaning
- Contractor management
- Construction Design Management (where applicable)
- Security
- Health and Safety reporting and consultation

The **Principal** has overall day to day responsibility for health and safety within the academy and will implement the arrangements. The Principal will act appropriately to deal with any potential hazards in order to mitigate risk. He/she will facilitate audits and inspections as required by the enforcement/regulatory authorities and ensure that local procedures are adequate and monitored and reviewed regularly.

The **Principal** will ensure that all staff with a specific responsibility for health and safety are aware of their responsibilities, are adequately trained and have the resources required to fulfil their responsibilities.

All staff have a responsibility to bring to the attention of the relevant person any risks, problems or defects likely to affect the health and safety or welfare of staff, pupils or any other persons. They must have a working knowledge of requirements for the provision of health and safety with in their area or work and take all reasonable measures to ensure the health and safety of themselves and others.

Arrangements

A **Health and Safety Law** poster must be displayed in a prominent location. It must detail the name and contact details of the health and safety representative.

The **Principal** for each academy will ensure that the following has been adequately documented:

- Communications plan
- Policy for safeguarding children (and all associated required documents)
- Emergency evacuation plan including arrangements for those with disabilities or impairments
- Fleet/vehicle management procedure (if applicable)
- First aid, administering medication and care planning procedure
- Training matrix detailing statutory training (as a minimum)
- Risk assessment for each task
- Risk assessment for high risk activities – work at height, work in confined spaces, electrical works, hot works
- General risk assessments – slips, trips and falls and vehicle-pedestrian segregation
- Safe system of work for each task
- COSHH assessment for each chemical
- Planned preventative maintenance plan
- Contractor management procedure
- Asbestos management plan or inspection confirming no asbestos containing materials
- Defect/risk reporting procedure
- Specification for cleaning/housekeeping

Each of the above documents will state a review schedule and responsible person for their management and implementation.

The **Principal** will ensure that a forum is provided for health and safety to be discussed by all with a specific responsibility for safety. He/she will then feedback all significant risks or changes to the **Academy Committee** and **Board of Directors**.

Monitoring and Review

The **Academy Committee** will ensure that there is an adequate internal audit plan to ensure that the requirements of the health and safety policy are met.

The **Board of Directors** will ensure that a forum is provided in which the health and safety performance of the Academy is discussed and actions agreed as appropriate. The policy will be reviewed annually or as significant changes occur.

Date of Review	October 2015	Next Review	October 2016
On behalf of Saint Nicholas Owen Multi-Academy Company		Signed	