



# The Federation of Annunciation Catholic Schools

*“Be who God meant you to be and you will set the world on fire”  
St. Catherine of Siena*

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## Health and Safety Policy

The Governing Body notes the provisions of the Health and Safety at Work, Act 1974, which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees. Persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety. Steps will be taken to secure the Health and Safety of pupils, staff and others using the school premises or participating in school-sponsored activities, both on the school site and away from it.

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The premises provide the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the Senior Management Team and Governing Body to ensure this is the case.

The school will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to regulations in:

- a. Management of health and safety, especially through risk assessment
- b. Control of substances hazardous to health
- c. First-aid equipment, facilities and staff
- d. Fire precautions
- e. Maintenance of electrical systems
- f. Personal protective equipment
- g. Use of display screen equipment
- h. Manual handling operations
- i. Asbestos and legionella
- j. Working at heights
- k. Noise

### ***Procedure***

#### ***Duties of the Employer***

For the purposes of these duties, the Governing Body is the employer.

1. In the discharge of its duty the governing body, in consultation with the Head, will:
  - a. Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other relevant health and safety legislation

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- and codes of practice, in particular the Management of Health and Safety at Work Regulations 1999.
- b. Ensure that there is an effective and enforceable policy for the provision of health and safety
  - c. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
  - d. Identify and evaluate all risks relating to:
    - i. Accidents
    - ii. Health
    - iii. School-sponsored activities, including work experience
  - e. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to all users of the premises and site.
2. In particular the Governing Body undertakes to provide:
- a. Safe means of entry and exit to the premises and site
  - b. Plant, equipment and systems of work which are safe
  - c. Safe arrangements for the handling, storage and transport of articles and substances
  - d. Safe and healthy working conditions which take account of all appropriate:
    - I. Statutory requirements
    - II. Codes of practice whether statutory or advisory
    - III. Guidance whether statutory or advisory
  - e. Appropriate supervision, training and instruction
  - f. Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
  - g. Adequate welfare facilities.
3. So far as is reasonably practicable arrangements will be made for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
- a. This policy
  - b. All other relevant health and safety matters
  - c. Instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

***Duties of the Responsible Person***  
***In schools the Head is the Responsible Person.***

1. As well as the general duties which all members of staff have, the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all people using the premises.
2. The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
3. In particular, the Head will:
  - a. Be aware of the basic requirement of the Health and Safety at Work, Act 1974 and any other relevant health and safety legislation and codes of practice or guidance
  - b. Ensure, at all times, the health, safety and welfare of those using the premises or taking part in school-sponsored activities.
  - c. Ensure safe working conditions
  - d. Ensure safe working practices and procedures including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled.
  - e. Consult with members of staff, including safety representatives, on health and safety issues.
  - f. Arrange systems or risk assessment to allow the identification of potential hazards
  - g. Carry out or arrange periodic reviews and safety audits by competent persons
  - h. Identify the training needs of staff and ensure that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
  - i. Encourage all people using the premises and site to promote health and safety and comply with requirements and policies, taking action on non-compliance as required
  - j. Ensure that any defects in the premises or its plant, equipment or facilities that relate to or may affect health and safety are made safe without delay.
  - k. Encourage all employees to report any incidents, hazards or defects and suggest ways and means of reducing risks.
  - l. Collect accident and incident information and, when necessary, carry out accident and incident investigations.
  - m. Monitor incidents and trends.

#### ***Duties of Department Head and Supervisory Staff***

1. All supervisory staff (e.g. heads of departments & co-ordinators) will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
2. In addition to the general duties that all members of staff have, they will be directly responsible to have overall day-to-day responsibility for the

implementation and operation of the health and safety policy within their areas of responsibility.

3. They will take a direct interest in the health and safety policy and in helping others to comply with its requirements.
4. As part of their day-to-day responsibilities they will ensure that:
  - a) Safe methods of working exist and are implemented throughout their area of responsibility
  - b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively
  - c) Staff, pupils, volunteers and others under their jurisdiction are instructed in safe working practices
  - d) New employees are given instruction in safe working practices, including fire arrangements
  - e) Regular risk assessments and safety inspections are made of their area of responsibility as required by the Head or as necessary
  - f) Positive, corrective action is taken where necessary to ensure the health and safety of all premises users
  - g) All plant, machinery and equipment is adequately guarded and in good and safe working order
  - h) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available
  - i) Toxic, hazardous and highly flammable substances are correctly used, stored and labelled
  - j) They monitor the standard of health and safety throughout their area of responsibility and encourage the highest possible standards of health and safety
  - k) They report, as appropriate, any health and safety concerns to the appropriate individual

### ***Duties of All Staff***

1. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
2. In particular all members of staff will:
  - a) Be familiar with the safety policy
  - b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively
  - c) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
  - d) Report any defects in the premises, plant, equipment and facilities which they observe
  - e) Take an active interest in promoting health and safety and suggest ways of reducing risks.

### ***Hires, Contractors and Others***

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- a) When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- b) The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- c) When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the governing body:
  - a. Introduce equipment for use on the premises
  - b. Alter fixed installations
  - c. Remove fire and safety notices or equipment
  - d. Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
4. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss. 3-4 of the Health and Safety at Work, etc. Act 1974.

### ***Staff Consultative Arrangements***

The Governing Body, through the Head, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide among themselves which individuals should sit on the committee.

### ***Emergency Plans***

1. The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put at risk people using the premises or entering or leaving the site. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - a) Save life
  - b) Prevent injury
  - c) Minimise loss

This sequence will determine the priorities of the emergency plan.

2. The plan will be regularly rehearsed by staff.

### ***Review***

## **Health and Safety Policy**

The Governing Body will review this policy statement every 3 years and update, modify or amend it as it considers necessary.

Date of policy: September 2024

Date of review: September 2027