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

Health and Safety Policy

2026/27

Approved by:	Governing Body	**Date: September 2026**
Last reviewed on:	September 2026	
Next review due by:	September 2027	

The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974, which places duties on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and to conduct their undertaking so that persons not in their employment are not exposed to risks to their health and safety.

The Federation of Annunciation Catholic Schools will take all reasonably practicable steps to secure the health and safety of pupils, staff, visitors, volunteers, contractors and others using either school site 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 play host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. The Governing Body, Headteacher and senior leaders will ensure that this is the case across both sites of the Federation.

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

- Management of health and safety, especially through suitable and sufficient risk assessment and risk control
- Control of substances hazardous to health (COSHH)
- First-aid equipment, facilities, personnel and first-aid needs assessment
- Fire precautions and emergency arrangements
- Maintenance and inspection of electrical systems and equipment
- Personal protective equipment
- Use of display screen equipment
- Manual handling operations
- Asbestos and legionella management
- Working at height
- Noise
- Educational visits, residential visits and other off-site activities
- Premises security and the management of risks associated with access to school sites
- Infection prevention and control where relevant to health and safety

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 Headteacher, will:
    - Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation, regulations, Approved Codes of Practice and guidance, in particular the Management of Health and Safety at Work Regulations 1999.

- Ensure that there is an effective and proportionate policy for the provision and management of health and safety across the Federation.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Identify and evaluate risks relating to accidents, health, school-sponsored activities, educational visits and other activities undertaken by pupils, staff and others on behalf of the Federation.
- Ensure that suitable and sufficient risk assessments are undertaken and that appropriate control measures are implemented, monitored and reviewed.
- Seek assurance that significant premises-related health and safety risks are identified, managed and reviewed, including those relating to asbestos, legionella, fire, electrical systems, gas, water, equipment and building condition.

2. In particular the Governing Body undertakes to provide:
    - Safe means of entry and exit to the premises and site.
    - Plant, equipment and systems of work which are safe.
    - Safe arrangements for the handling, storage and transport of articles and substances.
    - Safe and healthy working conditions which take account of appropriate statutory requirements, codes of practice and guidance.
    - Appropriate supervision, training and instruction.
    - Necessary safety and protective equipment and clothing, together with appropriate guidance, instruction and supervision.
    - Adequate welfare facilities.
    - Appropriate arrangements for first aid, informed by a suitable first-aid needs assessment.
    - Appropriate arrangements for recording and investigating accidents and incidents, including determining whether an incident is reportable under RIDDOR 2013.
3. So far as is reasonably practicable, arrangements will be made for all staff, including temporary, supply, voluntary and fixed-term staff and helpers, to receive comprehensive information on:
    - This policy.
    - All other relevant health and safety matters.
    - Instruction and training so that they may carry out their duties in a safe manner without placing themselves or others at risk.
    - Relevant emergency procedures, including fire and other foreseeable emergency arrangements.

Duties of the Responsible Person

In schools the Headteacher is the Responsible Person for the day-to-day management and implementation of health and safety arrangements, subject to the overall duties of the Governing Body as employer.

4. As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all people using the premises.
5. The Headteacher will ensure, so far as is reasonably practicable, that the requirements of relevant legislation, codes of practice and guidance are implemented and monitored.
6. In particular, the Headteacher will:
    - Be aware of the basic requirements of the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation, regulations, codes of practice and guidance.

- Ensure, so far as is reasonably practicable, the health, safety and welfare of those using the premises or taking part in school-sponsored activities.
- Ensure safe working conditions and safe systems of work.
- Ensure safe working practices and procedures, including those relating to the provision and use of machinery and other apparatus, so that risks are appropriately controlled.
- Consult with members of staff, including recognised safety representatives where applicable, on health and safety issues.
- Arrange suitable and sufficient risk assessments to allow the identification and control of potential hazards.
- Carry out or arrange periodic reviews, inspections and safety audits by competent persons where appropriate.
- Identify training needs and ensure that members of staff who have identified training needs receive adequate and appropriate health and safety training and instruction.
- Ensure that educational visits and off-site activities are appropriately planned, risk assessed and supervised in accordance with the Federation's arrangements for educational visits.
- 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.
- Ensure that defects in the premises, plant, equipment or facilities that relate to or may affect health and safety are reported and made safe without undue delay.
- Encourage all employees to report incidents, hazards or defects and suggest ways of reducing risks.
- Ensure accidents and incidents are recorded and, where necessary, investigated, including consideration of whether RIDDOR reporting is required.
- Monitor incidents, trends and lessons learned and ensure that appropriate action is taken.
- Ensure that health and safety arrangements take account of the needs of pupils, staff and visitors with disabilities or other individual needs, including reasonable adjustments where appropriate.

Duties of Senior Leaders, Subject Leaders and Supervisory Staff

7. All supervisory staff, including senior leaders, subject leaders, premises staff and other staff with delegated responsibilities, will make themselves familiar with the health and safety requirements relevant to their area of responsibility.
8. In addition to the general duties that all members of staff have, they will have day-to-day responsibility for the implementation and operation of the health and safety policy within their areas of responsibility.
9. They will take a direct interest in the health and safety policy and in helping others to comply with its requirements.
10. As part of their day-to-day responsibilities they will ensure that:
    - Safe methods of working exist and are implemented throughout their area of responsibility.
    - Health and safety regulations, rules, procedures and codes of practice are applied effectively.
    - Staff, pupils, volunteers and others under their supervision are instructed in safe working practices.
    - New employees and relevant temporary staff are given appropriate instruction in safe working practices, including emergency and fire arrangements.
    - Regular risk assessments and safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.

- Positive, corrective action is taken where necessary to ensure the health and safety of all premises users.
- Plant, machinery and equipment are appropriately guarded and maintained in safe working order.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available where required.
- Toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- They monitor the standard of health and safety throughout their area of responsibility and encourage the highest possible standards.
- They report, as appropriate, any health and safety concerns to the appropriate individual.

Duties of All Staff

11. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put themselves or anyone else at risk.
12. In particular all members of staff will:
    - Be familiar with the Federation's health and safety policy and relevant procedures.
    - Ensure health and safety regulations, rules, routines and procedures are applied effectively.
    - Use the correct equipment and tools for the job and any protective equipment or safety devices supplied.
    - Report defects in the premises, plant, equipment and facilities which they observe.
    - Report accidents, incidents, hazards and near misses in accordance with Federation procedures.
    - Follow risk assessments and safe systems of work and raise concerns where these are no longer suitable or sufficient.
    - Take an active interest in promoting health and safety and suggest ways of reducing risks.

Hirers, Contractors and Others

13. When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices within those activities.
14. The Headteacher or delegated coordinator 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.
15. 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 relevant Federation health and safety arrangements, comply with all safety directives of the Governing Body and do not, without prior consent:
    - Introduce equipment for use on the premises.
    - Alter fixed installations.
    - Remove fire and safety notices or equipment.
    - Take any action that may create hazards for persons using the premises or for the staff or pupils of the Federation.
16. 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, including relevant requirements under sections 3 and 4 of the Act.

17. Before work begins, contractors will be provided with relevant information about known hazards, including asbestos information where applicable, and will be required to comply with appropriate site arrangements, risk assessments and safe systems of work.

Staff Consultative Arrangements

The Governing Body, through the Headteacher, will make arrangements for staff consultation on health and safety matters through existing Federation consultative arrangements and meetings. Where recognised trade union or staff association safety representatives are appointed, they will be consulted in accordance with relevant legislation and local arrangements.

Risk Assessment and Control

Suitable and sufficient risk assessments will be undertaken for significant risks arising from the Federation's activities, premises and working practices. Risk assessments will be reviewed periodically and whenever there is reason to suspect that they are no longer valid, following significant change, or following an accident, incident or other relevant event.

The Federation will seek to eliminate risks where reasonably practicable and, where this is not possible, implement proportionate control measures to reduce risks to an acceptable level.

First Aid and Accident Reporting

The Federation will maintain appropriate first-aid equipment, facilities and trained personnel based on a first-aid needs assessment. Arrangements will take account of the needs of pupils, staff and visitors and will cover both school sites and school-organised activities.

Accidents, incidents, near misses and significant hazards will be recorded and investigated where appropriate. The Headteacher or designated person will determine whether an incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and will ensure that any required report is made within the applicable timescale.

Premises and Statutory Compliance

The Federation will maintain appropriate arrangements for the inspection, testing, maintenance and management of school premises, plant and equipment. This will include, where applicable, fire safety, electrical systems, gas installations, water systems and legionella control, asbestos management, work equipment, playground and sports equipment, working at height and other significant premises risks.

Where a competent person or external specialist is required to undertake inspection, testing, assessment or advice, the Federation will ensure that suitably competent persons are appointed and that actions arising from their advice are appropriately monitored.

Asbestos-containing materials will be managed in accordance with the Control of Asbestos Regulations 2012. The Federation will maintain appropriate asbestos information and management arrangements and ensure that relevant staff and contractors have access to the information necessary to avoid disturbing asbestos-containing materials.

Water systems will be managed to control the risk of legionella in accordance with relevant guidance and the Federation's water safety arrangements.

Educational Visits and Off-Site Activities

Educational visits, residential visits and other off-site activities will be planned and managed through the Federation's educational visits arrangements. Appropriate risk assessments, supervision, emergency arrangements and competent leadership will be in place, proportionate to the nature of the activity and the risks involved.

Emergency Plans

18. The Headteacher will ensure that emergency plans are prepared to cover foreseeable major incidents that could put at risk people using the premises or entering or leaving the site. Plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
    - Save life.
    - Prevent injury.
    - Minimise loss and disruption.
19. This sequence will determine the priorities of emergency plans.
20. Emergency arrangements will include, where appropriate, fire, lockdown/security incidents, serious accidents, significant building or utility failures and other foreseeable emergencies.
21. Emergency plans will be communicated to relevant staff and will be regularly rehearsed or tested as appropriate. Lessons from exercises and incidents will be used to improve arrangements.

Review

The Governing Body will review this policy annually and update, modify or amend it as considered necessary. The policy will also be reviewed sooner where there is a significant change in legislation, guidance, school circumstances, premises, working practices or where an accident, incident or risk assessment indicates that a review is necessary.