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**This Policy was adopted by the governing body of**

**CATHEDRAL ACADEMY**  
Wakefield's School of the Arts

**HEALTH & SAFETY POLICY**

Dated: February 2017

Date for Review: January 2018

**Staff responsible for leading policy development:**

**HR Manager**  
**Premises Manager**

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## Policy for health & safety

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In recognition of our duty towards the health, safety & well-being of the staff, pupils, volunteers, visitors & contractors; it is our policy to:

- Maintain a health & safety framework that guides & supports everyone in fulfilling their responsibilities for fire & health & safety
- Outline the responsibilities & arrangements we have for complying with our fire & health & safety obligations
- Endeavour to comply with all our relevant fire & health & safety legal duties
- Identify & prioritise areas of risk & plan for their effective management
- Seek competent professional advice, guidance & support
- Undertake regular reviews of fire & health & safety performance of all operational areas
- Learn from accidents & incidents
- Consult with staff on matters affecting their health & safety
- Employ staff, volunteers & third parties who are suitable & competent
- Provide information, instruction & training which enable staff, pupils, volunteers, visitors & contractors to undertake their tasks safely
- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire & health & safety
- Provide sufficient resources to enable the standards outlined in this policy to be met
- Review & if necessary amend this policy annually or when significant changes occur

*June Lansa*

Chair of Governors

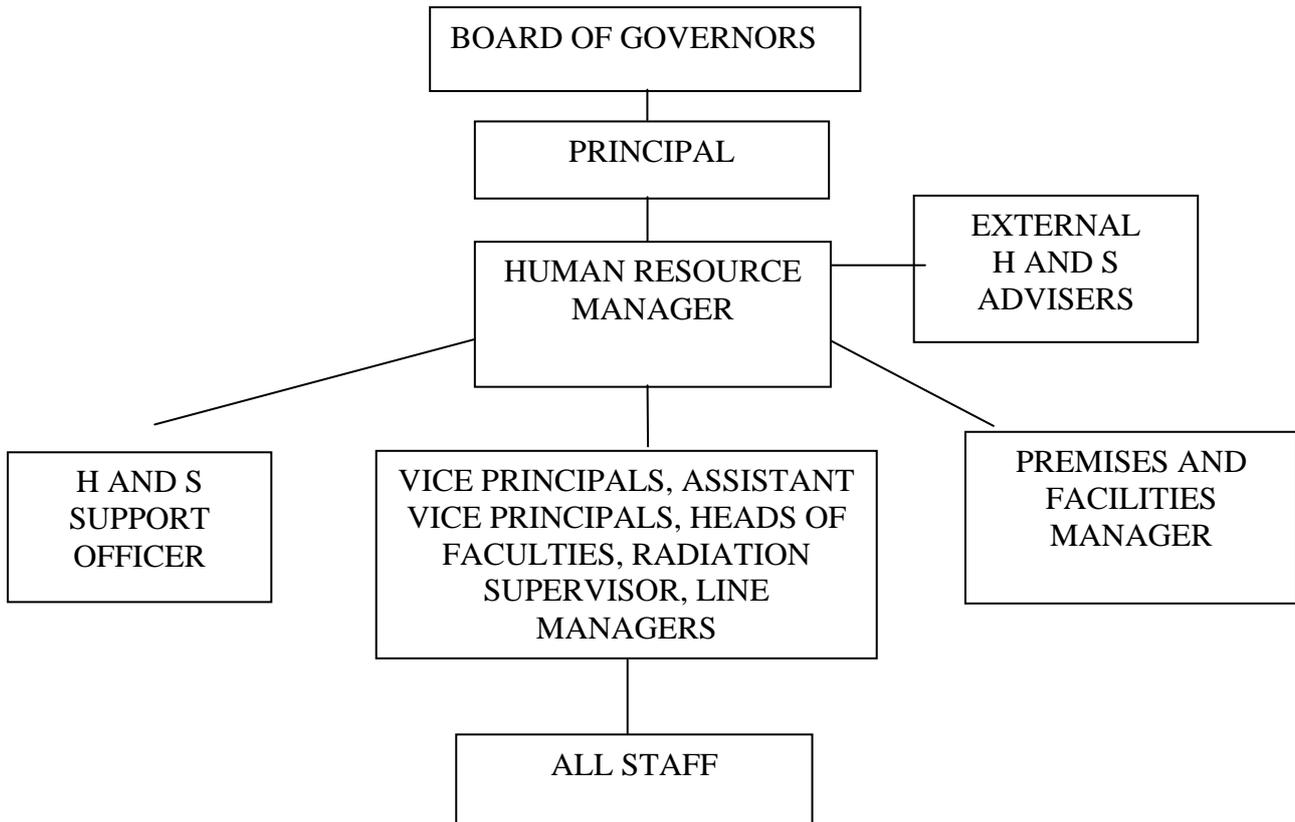
*R. H. M. M.*

Principal

January 2016

## Organisation structure & responsibilities for health & safety

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**Board of Governors** – The Board of Governors have the overall strategic & financial responsibility across the school for setting the framework & monitoring implementation as well as supporting the Principal & her senior management team in achieving realistic health & safety solutions.

The Governors have nominated one of their number to have responsibility for overseeing health & safety on their behalf.

**The Principal** – The Principal is the most senior member of staff within the school with specific responsibility for health & safety.

The Principal has nominated the Human Resource Manager to have responsibility for overseeing health and safety on her behalf.

**The Human Resource Manager** - The Human Resource Manager works with, & assists all those with responsibilities identified in this policy in achieving a common approach to the management of health & safety across the school.

The Human Resource Manager ensures that the Vice Principals, Assistant Vice Principals, Heads of Faculties, & the Line Managers all understand what is required of them when implementing the health & safety management arrangements detailed in this publication. The Human Resource Manager liaises with our external health & safety advisers, Ford Risk Management.

The operational responsibility for the successful management of health & safety is delegated through the existing management structure. The Human Resource Manager endeavours to ensure that sufficient resources are made available to enable health & safety to be properly addressed throughout the school.

## Organisation structure & responsibilities for health & safety

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**Vice Principal, Assistant Vice Principal, Heads of Faculty, & Line Managers** - These Managers are responsible for the successful management of health & safety within their areas of authority. They are expected to set a positive example & endeavour to ensure that their staff & other workers are competent & supported to maintain good standards of health & safety. They will endeavour to ensure that sufficient resources are made available to enable their staff to fulfil their health & safety responsibilities.

Each Manager is required to implement the arrangements outlined in pages 12 to 18 in this Policy for fire & health & safety for health & safety as they affect their area of operation & to advise the Human Resource Manager of any health & safety issues or concerns raised.

In particular, each **Head of Faculty** with the assistance of their line manager is required to:

- Identify & report any hazards associated with their work, buildings & activities
- Try to remove these hazards where possible
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed
- Inform, instruct & train relevant staff, pupils & third parties with regard to the required safety precautions
- Keep records
- Ensure that remedial action is taken
- Review risk assessments periodically (at least annually), or in response to an accident or incident

**Premises and Facilities Manager** – The Premises and Facilities Manager liaises with the external health and safety advisers, ensures all works are conducted under appropriate control measures and monitors the actions of contractors and vehicle movements during repairs, maintenance and alterations and manages Risk Assessments of all areas. In addition the Premises and Facilities manager is responsible for developing the Health and Safety policy and ensuring it complies with national standards, maintaining up to date records.

**Health and Safety Support Officer** – The Health and Safety Support Officer monitors the implementation of health and safety practices and provides information to the Human Resource Manager in order to facilitate the application of policy in an effective and appropriate manner. Works in liaison with the premises and facilities manager.

**Staff** – Everyone working within the School environment has a health & safety responsibility & is required to:

- Co-operate on fire & health & safety matters
- Undertake their duties with due regard for the health & safety of the other people in their working environment
- Take care of their own health & safety
- Report fire & health & safety concerns as soon as possible
- Comply with the School policies & procedures applicable to their work

In addition, staff are reminded that they must not misuse equipment provided nor interfere with arrangements made in the interests of fire & health & safety.

**Staff involvement in health & safety** - In recognition of the importance of involving our members of staff in health & safety, we regularly discuss health & safety at a designated meeting.

These issues are then referred onto the Human Resource Manager and shared with the Governing Body.

## Organisation structure & responsibilities for health & safety

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**Educational Visits Co-ordinator** – In keeping with current advice from the Department of Education, the HSE, & British Standard 8848, we have a formal approval process for educational visits & trips which includes the person who is the school Educational Visits Co-ordinator. This senior person's role is to oversee the quality & risk management aspects of visits on behalf of the Principal & Governing Body. The role of the EVC in our school is to:

- Ensure educational visits meet the school's requirements
- Support the Governing Body with approval & other decisions
- Assess competence of prospective leaders & staff
- Ensure risk assessments meet requirements
- Organise training & induction
- Ensure parents are informed & give consent
- Organise emergency arrangements
- Keep records of visits, accident or incident reports
- Review systems & monitor practice
- Keep up to date with the current requirements on the types of visits & trips undertaken by the organisation

**Radiation Protection Supervisor** – To ensure that the use & storage of radioactive sources are in accordance with our legal duties, we have an appointed Radiation Protection Supervisor who is supported by an external Radiation Protection Advisor. The role of the Radiation Protection Supervisor is to:

- Report directly to the Human Resource Manager on matters affecting legal compliance
- Be responsible for the safe use & storage of radioactive sources
- Supervise those who work with radioactive sources
- Establish local rules
- Check local rules are followed
- Regularly monitor the safety of radioactive sources & their containers
- Check that the required records are accurate & up to date
- Ensure that emergency procedures are current & understood

The current holder of this post is the Head of Science.

**External Health & Safety Advisers** – Ford Risk Management provide ongoing health and safety advice and assistance. They liaise with the Human Resource Manager to provide support & guidance with regard to appropriate health & safety requirements that the school is required to consider.

## Specific health & safety responsibilities

Topic or area	Overseen by
Accident investigation and reporting	Human Resource Manager
Consultation arrangements with staff	Human Resource Manager
Control of hazardous substances	Head of Science, Premises and Facilities Manager
Curriculum health & safety including pupil involvement with hazard awareness	Principal, Vice Principals, Assistant Vice Principals and Head of Faculties
Dealing with health & safety emergencies – procedures & contacts	Principal, Premises and Facilities Manager
Employment of young people	Principal, HR Manager
Event safety management	Principal, Premises and Facilities Manager, Head of Faculties
Fire safety, including testing of alarms & evacuation procedures	Premises and Facilities Manager
First aid & supporting medical needs	Staff and Student Welfare Officer
Food safety	Head of Art, Design and Technology, Chef Manager
Induction of new starters	HR Manager, Head of Training
Inspection & maintenance of playground surfaces & equipment	Premises and Facilities Manager
Maintenance of premises & equipment including gas safety, electrical safety, access & egress	Premises and Facilities Manager
Managing work-related mental ill health	HR Manager
On-site vehicle movements	Premises and Facilities Manager
Procedures for learning outside the classroom, including sporting fixtures, residential visits & school-led adventure activities	ECVO, Head of Faculties
Recording & reporting accidents to staff, pupils & visitors	Staff and Student Welfare Officer
Radioactive substances	Head of Science
Risk assessment process covering whole school as well as specific areas/tasks	Principal, Premises and Facilities Manager and Ford Risk Management
School security	Premises and Facilities Manager
Selecting & managing contractors	Finance, Premises and Facilities Manager
Training, information & instruction of staff in health & safety	HR Manager, Premises and Facilities Manager
Transport safety including selection & authorisation of minibus & volunteer drivers	Events Co-ordinator (eventually Premises Manager)
Water quality management including legionella	Premises and Facilities Manager

## Health & safety rules

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### Introduction

We require all staff to work safely. Failure to comply with these rules may jeopardise the safety of staff, pupils & visitors to the School, & may lead to disciplinary action.

If you do not understand what is expected of you, or if you are unsure about any aspect of these rules, speak to your manager or the HR Manager. (The headings for these rules are in alphabetical order rather than in any order of importance).

### General requirements

Everyone has a positive duty to follow the fire & health & safety procedures & must not misuse equipment provided, nor interfere with arrangements made in the interests of fire & health & safety.

It is the duty of all to report any visible or foreseeable dangerous situation &, where possible, take immediate action to prevent injury.

### Accidents & work related illness

- All injuries, accidents & cases of work related illness, must be reported & investigated
- Inform your line manager of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely
- You must not take any substance that could compromise your ability to work safely

### Electrical safety

- Visually check electrical equipment for any defects or signs of damage prior to use
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment unless you are competent to do so

### Fire safety

- Always follow the evacuation procedure when the fire alarm is raised
- Make sure you understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire fighting equipment
- Do not obstruct walkways & exit routes
- Ensure that fire exit doors can be opened

### Harmful substances

- Make sure that you know how to handle safely any substance marked as hazardous or harmful
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area

### Lone working

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where you are when you are working alone
- Concerns about lone working situations must be raised with your line manager

## Health & safety rules

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### **Machinery & equipment safety**

- Specific operating guidelines/instructions for the use of machinery & equipment must be followed
- Do not undertake repairs & maintenance on machinery & equipment unless you are competent & authorised to do so
- Do not use machinery or equipment that is damaged, nor allow others to do so

### **Moving & handling**

- Do not underestimate the risk of injury from moving & handling operations
- Never lift, move or carry anything or anyone unless you are confident you can do so safely
- Make sure you know how to lift, move & carry correctly & that you are physically able to take the weight
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible

### **Protective clothing & equipment**

- Protective clothing & equipment provided for your safety must be used
- Keep your protective clothing & equipment in good condition.
- Report immediately any unsuitable, defective or lost items

### **Slips, trips & falls**

- Keep your work area clear from obstructions & “slipping & tripping” hazards
- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces & keep to the paths, corridors & walkways provided
- Do not run, unless it is a requirement of the activity
- Use handrails on flights of steps & staircases
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area & report the hazard
- Wear suitable footwear
- Do not stand on chairs, desks or tables; use a ‘hop up’
- Only undertake work at height if it has been risk assessed & it is safe to do so

### **Transport & work related road safety**

- Never drive or operate a vehicle if you are not authorised to do so or do not hold the appropriate licence
- Inform the H R Manager of any changes to your health, medication or driving licence that affect your ability to drive whilst on school business
- Always check the vehicle for safety prior to use
- Give yourself sufficient time for the journey to include rest breaks
- Observe the Highway Code & drive defensively
- Never carry any unauthorised passengers
- Never use a mobile phone whilst driving unless it is safe & legal to do so

## Management arrangements for implementing health & safety

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### Introduction

The following sections outline in brief our fire & health & safety management arrangements for meeting the specific legal requirements of the School. We will work on those that are not yet fully implemented & will amend those where changes are needed to reflect changes in the law & best practice.

We require our staff who have managerial or supervisory roles to implement the fire & health & safety arrangements that are relevant to their areas of responsibility. (The headings for these arrangements are in alphabetical order rather than in any order of importance).

### Asbestos

- The location of all asbestos or suspected asbestos is known
- We manage the potential risks from any asbestos or suspected asbestos by ensuring that no one is done until the asbestos record is checked
- The location of any known asbestos is identified by signage (a green oblong strip above the door in the room indicates no asbestos & red indicates that asbestos is present & the asbestos register must be consulted prior to work commencing)
- People who are likely to work on or near the location of the asbestos, are informed of its location

### Computer Users

- We identify 'Users' as defined under current legislation. In general we interpret 'users' as staff who use this equipment for at least an hour or more at a time on a daily basis
- Each workstation is individually risk assessed, taking into account the computer equipment, the furniture, the working environment & the user
- Staff are informed of the assessment of their own workstation
- We advise "Users" of the opportunity for free eyesight tests & the purchase of any corrective lenses, at our expense, when they are required specifically for using our display screen equipment
- The software we use is suitable for the task

### Contingency planning

- We identify potential critical incidents as part of our risk assessment process by considering what might happen on-site & off-site, who might be harmed & how, & checking our plans for managing these incidents
- Effective plans are established to mitigate the effects of an unforeseen crisis
- These plans are rehearsed periodically & refined as necessary
- Key staff are trained in their duties

### Contractors

- Competent contractors are appointed for the type of work required
- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job & use of the area(s) where the work will be done
- Contract terms & insurances adequately protect the interests of the organisation
- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people & premises

### COSHH – exposure to hazardous substances

- Assessments are done on the risks to health from exposure to hazardous substances
- Secure storage is provided for of hazardous substances
- Those working with hazardous substances are instructed & are competent
- Equipment provided to control exposure to hazardous substances is maintained in effective working order & inspected in accordance with statutory requirements

## Management arrangements for implementing health & safety

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### Drug & medicines

- Medication will only take place with the written consent of parents/guardians
- Records are kept over the use of medication & we inform parents/guardians of the medication administered.
- All staff responsible for the administration of medication are competent to do so

### Educational Visits & Activities

- All trips & activities are authorised, planned & risk assessed
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity
- Supervisory ratios & the competence of supervision are determined by risk assessment
- Visits & activities support the religious ethos & the educational identity of the School

### Electrics

- The electrical installation & portable electrical appliances are inspected & maintained for safety
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- No unauthorised electrical equipment is used within the school
- Visitors who bring mains operated electrical equipment supply their own residual current device circuit breaker or other similar electrical safety device

### Events

- Events are planned, managed & risk assessed by people who are competent.
- Each event has a nominated person to act as the event safety officer who establishes the necessary fire safety & general health & safety controls.
- A post event analysis is carried out to learn any lessons & to inform risk assessment.

### Expectant & new mothers

- A detailed risk assessment is carried out by HR with the member of staff who informs us that they are an expectant mother
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

### External areas

- The outdoor space is safely accessible for staff, pupils & visitors;
- All paths, steps & any ramps are maintained in good condition & free from moss, fallen leaves & similar slip hazards;
- Adequate separation is maintained between pedestrians & vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk;
- External features such as trees, walls & external buildings/storage areas are checked for safety

## Management arrangements for implementing health & safety

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### Fire safety

- A fire risk assessment is carried out & any remedial measures identified are implemented
- The assessment is reviewed annually or when there are significant changes
- An emergency plan is established that covers school hours as well as extended school clubs & community use of the school
- Termly fire evacuation drills are carried out
- Staff are trained in the emergency action plan
- Fire doors, fire alarms, emergency lighting, smoke detectors & fire extinguishers are checked & maintained
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction

### First aid & accident reporting

- The provision of first aid assistance available is determined by risk assessment & ensures that sufficient cover is provided during teaching time, out of hours activities, functions & for educational visits
- First aid kits are checked & replenished regularly
- Accident records are kept that comply with the Data Protection Act
- Accidents are reported, investigated & documented taking into account the severity & loss potential of the incident, as well as the regulatory & insurance requirements
- RIDDOR accidents are reported via the HSE website
- Lessons learned are shared with staff & inform risk assessment

### Food safety

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean & easy to disinfect
- All kitchen equipment & machinery is robust & in a good state of repair

### General building & equipment maintenance

- The buildings, their fittings & decorations are maintained in a safe condition
- Equipment is maintained & serviced to ensure it remains in a safe condition
- Statutory safety inspections are carried out on lifting equipment, gas fired appliances & fume cupboards
- Work at height is only undertaken when no other method is available & it is safe to do so following completion of a risk assessment

### General premises safety

- We carry out regular premises fire & health & safety inspections
- A documented procedure is in place for reporting damage or deficiencies to premises & facilities
- Any area found to be unsafe will be taken out of use until safe again
- Boiler houses, plant rooms & store rooms are secure & locked
- Services (gas, water, & electricity) isolation systems are clearly marked, & are kept free of obstruction
- Portable residual current devices (RCD's) are provided where necessary (eg for use by visiting artists, use of electrical equipment outside)
- Glazing throughout the premises is of a suitable safety standard or is safe by position
- Low level glass panes are protected from breakage
- All opening windows in pupil access areas above the ground floor have safety restraining catches where risk assessed as necessary

## Management arrangements for implementing health & safety

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### Grounds maintenance

- Motorised grounds maintenance equipment is maintained in good condition & is only used by staff who know how to use it safely
- Herbicides & pesticides in commercial quantities are only applied by trained & licensed people
- Storage of chemicals, fuel & equipment is in secure areas
- Gardeners are provided with suitable protective clothing to protect them against weather conditions, chemicals, flying & falling objects & noise

### Health & safety in the curriculum

- Pupils are taught about hazards & risk control as part of the School curriculum
- Pupils are included in the risk assessment process
- Lesson plans include health & safety requirements

### Legionella

- A combination of temperature control, physical checks & disinfection are in place to manage the risk of legionella from our water systems;
- Any infrequently used outlets such as showers or taps are regularly cleaned & flushed through;
- Records are maintained of our control systems.

### Lettings

- The means of access & egress are safe for the use of hirers, & all equipment made available to & used by the hirers is safe
- Fire escape routes & exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers are briefed about the location of the telephone, fire escape routes, fire alarms & fire fighting equipment. Notices regarding emergency procedures are prominently displayed;
- Hirers using any equipment or facility provided by the school are made familiar with its safe use &, if necessary, briefed accordingly;
- Arrangements are made for checking the security & condition of the premises & equipment used after vacation by the hirer

### Moving & handling of pupils & equipment

- Detailed risk assessments are done on tasks that require the moving & handling of people & equipment where there is a significant risk of injury
- Moving & handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting & handling equipment
- All staff are shown the correct methods of the moving & handling aspects of their work

### Personal protective equipment

- Personal protective equipment is provided to each member of staff where risk assessment shows this to be necessary
- Information, instruction & training on the use & care of personal protective equipment are provided
- Sufficient supplies of personal protective equipment are kept available

### Physical education equipment

- Equipment is installed & used in accordance with the suppliers' recommendations
- Equipment is checked & maintained regularly
- Recreational surfaces are to the correct safety standard for the equipment & activities for which they are used

## Management arrangements for implementing health & safety

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### Play equipment

- Play equipment is designed, installed & used in accordance with the suppliers requirements
- Equipment is checked & maintained regularly
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas

### Remote supervision

- Remote supervision of pupils is only agreed after the Group Leader is satisfied that the students have acquired the necessary skills, confidence, physical ability & judgement to be left without direct supervision
- Pupils are given clearly defined rules of behaviour
- Monitoring of pupils allowed remote supervision is carried out by Group Leaders
- Group Leaders are able to locate/access the group promptly in an emergency

### Risk assessments

- Staff who undertake risk assessments are competent in terms of training and experience
- Risk assessments are undertaken to identify significant risks associated with the School buildings, activities & people
- Generic risk assessments are used wherever possible so as to ensure a consistency of approach
- The risk assessment findings are recorded, communicated & acted upon
- Risk assessments are reviewed regularly & following a significant accident, a change in the law or a change in key personnel

### Safety awareness, induction & information

- Induction training is provided for new staff (including any temporary staff), & ongoing safety information, instruction & training is provided for all staff. This training is documented
- The statutory Health & Safety Poster – ‘What you should know’, & the current Employer’s Liability Compulsory Insurance Certificate are displayed in staff areas
- Staff are briefed on fire & health & safety issues

### Security

- Staff appointments are subject to rigorous reference & clearance checks
- Internet use & digital photograph protocols are established & monitored
- Visitors are required to sign in at the school reception & are not permitted to walk around the school unless accompanied
- Building layout, lighting levels & the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- The personal safety of staff & pupils is taken into account when planning changes to buildings, events & activities

### Science & design & technology areas

- Risk assessments are carried out to ensure that the appropriate controls are in place for science & design & technology activities
- Emergency isolation valves are provided for gas & electrical supplies
- Equipment & substances used are suitable & are checked for safety
- Rooms are kept locked when not in use
- Premises, equipment & class size are suitable for activities
- Radioactive sources are under the control of a nominated person who is our Radiation Protection Supervisor
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## Management arrangements for implementing health & safety

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### **Sports & after school activities**

- Risk assessments are undertaken for sports & activities
- The level of coaching competence is considered as part of the risk assessment process
- Pupil skill & physique are considered as part of the risk assessment process
- Coaches & instructors who are not members of the School teaching staff are subject to competency & child protection checks prior to appointment
- Premises, equipment & class size are suitable for activities

### **Stress**

- Our approach to stress management is guided by the Health & Safety Executive published Stress Management Standards
- Managers are trained to identify causes of stress & their effects upon staff
- All claims of ill health due to workplace stress are documented & investigated
- All members of staff are encouraged to report any stress related concerns to their line manager or to seek advice from a trusted colleague

### **Supervision**

- Staff who supervise pupil activities are competent
- Staff who supervise break time activities are vigilant & can contact another member of staff quickly in an emergency
- Senior management periodically audit the efficacy of supervision arrangements

### **Teaching & office areas**

- Accommodation is provided with suitable lighting, ventilation, heating & space
- Classroom layout provides staff with sufficient line of sight to safely supervise
- Any cables or other trailing leads are managed to prevent tripping hazards
- Shelving is strong & secure & suitable for the materials stored on it
- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over
- Steps, hop-ups or stepladders are provided to gain access to high level storage

### **Transport & work related road safety**

- Transport provided by the school is suitable for the task, driver & passengers
- Contracted transport providers are vetted on a regular basis
- Checks are carried out on the suitability of drivers & vehicles used when driving on behalf of the school
- Minibus drivers are trained, accredited & authorised

### **Violence to staff**

- We adopt a 'no tolerance' approach to violence or challenging behaviour towards our staff.
- Staff who may be exposed to challenging behaviour situations are trained in how to manage the situation
- Any counselling or post-incident assistance required by staff who have been subject to violence whilst at work will be provided by the school

## Management arrangements for implementing health & safety

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### Work at height

- Work at height is only undertaken when no other method is available & it is safe to do so following completion of a risk assessment
- Findings of risk assessments are communicated to those that are affected
- Suitable training & equipment is provided where work at height is unavoidable
- Where possible work at height is carried out using scaffolds or mobile elevated work platform
- All access equipment is installed by trained personnel
- Suitable exclusion zones are erected around the base of any platforms, scaffolds or ladders etc to prevent persons from walking directly under an area where work is being carried out
- All ladders & stepladders are inspected on a regular basis & a record is kept

### Work equipment

- Work equipment provided is suitable & safe for the tasks intended
- Work equipment is maintained, inspected & tested as required for safety
- The use of work equipment is restricted to authorised people where specific hazards have been identified
- We provide information, instruction & training where appropriate to all staff who use work equipment
- Work equipment provided is CE marked where required

### Work experience

- All work related learning is agreed in principle with the Principal
- All work related learning is planned & risk assessed in accordance with current guidelines
- Parental permission is obtained
- Approval of placement providers used is conditional upon on health & safety, general suitability & child protection considerations

## Communication of health & safety arrangements

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The following actions are taken in our endeavour to communicate health & safety information to employees:

- Each employee is made aware of the significant details of the health & safety policy at induction
- Ongoing health & safety issues are discussed at staff meetings
- Specific issues are communicated via email or the intranet if required

## Monitoring health & safety

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A number of different checks are done on buildings & equipment to ensure the health & safety of our staff, pupils, & visitors. In addition we also:

- Carry out an annual self assessment audit
- Monitor fire & health & safety performance by undertaking spot inspections, audits & benchmarking
- Review risk assessments
- Investigate fire & health & safety issues or hazards brought to our attention
- Keep up to date with information on fire & health & safety
- Investigate accidents & near misses
- Review fire & health & safety as part of our formal risk management process

To be read in conjunction with:-

- Fire Safety Procedures and Fire Layout – issued to Staff separately
- Accident Reporting – attached as Appendix 1
- Incident reporting in schools (accidents, diseases and dangerous occurrences) HSE Guide <http://www.hse.gov.uk/pubns/edis1.htm>
- CAPA College and Cathedral Academy Public Performance Policy and Documentation (issued to appropriate Staff)
- Emergency Plan – issued to Leadership
- Risk Management Review (issued to appropriate Staff)

# APPENDIX 1. ACCIDENT REPORTING PROCEDURE

Report incidents involving employees, pupils, members of the public, students, visitors and contractors

Accident/Incident report forms for staff and pupils, plus violent incident report forms are available to download from staff Resources/Accident Reporting.

