



Achieving together in faith

Holy Cross Catholic Multi-Academy Company

Health and Safety Policy

2023 - 2026

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1 Introduction

The MAC's Health and Safety Policy Document, October 2023 details the statement, organisation, structures and monitoring systems which must be in place in all MAC establishments. The Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of the MAC in order to ensure compliance with the Health and Safety at Work Act 1974.

In addition, Ofsted requirements mean specific policy statements must be held by schools and other establishments.

This policy relates to Holy Cross Catholic Multi Academy Company and all schools which are members of the MAC and will ensure compliance with Health and Safety Legislation, approved codes of practice and guidance and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

2 Health and Safety Policy Statement

Good health and safety management will be an integral part of the operation for the MAC, the Board of Directors, Catholic Senior Executive Leader, Chief Finance and Operating Officer, Headteachers, employees, partners and all other people with whom we do business.

All establishments operated by the MAC shall comply with minimum legal standards/approved codes of practice. Wherever possible and where statutory standards and requirements are not in place the MAC will meet best practice standards.

It is furthermore the policy of the MAC to ensure that: -

- all plant, equipment and premises meets appropriate safety standards;
- appropriate health and safety training is in place for all staff;
- a high concern for health and safety among all employees is encouraged through a consultative process by establishing a site safety Working Group, involving trade unions or employee safety representatives, as appropriate;
- information and advice is provided to maintain safe working practices.

All employees and officers of the MAC shall:

- show a proper, personal concern for their own, pupil, and others safety;
- show proper concern for the safety of equipment;
- exercise due care and attention;
- follow procedures outline in Appendix 1;
- observe authorised methods and codes of practice, including those inherent in professional or trade training.
- have an understanding of the roles and responsibilities laid out in Appendix 2.

3 Organisation

3.1 Roles and Responsibilities (See Appendix 2)

The MAC will adopt health and safety arrangements in line with statutory requirements.

3.2 General

The Health and Safety at Work etc. Act 1974 and subordinate health and safety legislation states that all employees have health and safety responsibilities when at work.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

3.3 Board of Directors / Governors

The Education Reform Act 1996 has given MAC Directors (and those to whom they have delegated relevant powers) important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

This establishment is a Multi Academy Company

In a Multi Academy Company, the the company employs the teachers and non-teaching staff and is responsible for school buildings. Therefore, it has duties and responsibilities as the employer as stated in the Health and Safety at Work etc. Act 1974 and as previously stated in this policy.

The board of directors of the MAC is responsible for the following:-

- a) the production of a MAC Health and Safety Policy, to be reviewed as required;
- b) ensuring that the requirements of health and safety legislation are met and to promote best practice;
- c) ensuring that the School budgets are managed on a risk priority basis, so that health, safety and welfare is maintained;
- d) ensuring that effective health and safety planning and target setting takes place within the MAC Schools and that regular monitoring, audit and review of health and safety performance is undertaken;

- e) ensuring that the health and safety functions and duties of staff are discharged in line with this policy;
- f) ensuring that staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
- g) ensuring effective communication with the Catholic Senior Executive Leader (CSEL), Chief Finance and Operating Officer (CFOO), Headteachers, staff, parents and pupils in respect of health and safety matters;
- h) ensuring that the Board of Directors, CSEL and CFOO Officer recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them;
- i) ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, this board of directors will delegate the functions necessary to discharge these responsibilities to the CSEL, Headteachers and Leadership teams; however, they will ensure that they have adequate monitoring of these functions in place.

3.4 Catholic Senior Executive Leader

The MAC Directors place responsibility on the CSEL to achieve the objectives of the health and safety policy. The CSEL will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, CSEL, Headteachers and Teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

The CFOO and School Business/Office Managers will in practice have operational responsibility for health and safety in the Schools. However, these are delegated duties and do not remove the overall responsibility placed on the School Headteacher.

The CSEL and Headteachers of the Schools in the MAC will:-

- a) manage the School budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process to:
 - eliminate accident potential as far as is reasonably possible;

- regularly review and update risk assessments as appropriate, including post-accident risk assessment;
 - conform to statutory regulations, codes of practice and guidance and to best practice;
 - take account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language;
 - pay particular regard to pupils, service users, visitors and contractors, who will be unaware of dangers and risks
- c) ensure that accident, assaults, near miss incidents and ill health conditions are investigated and reported according to MAC procedures as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;
- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;
- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with workplaces and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance as part of a continuous review process;
- j) consult with the appropriate specialist, competent support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users of the School can be effectively dealt with;
- k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- l) ensure that the MAC Directors, CSEL/CFOO are informed of any breach of health and safety statutory requirements, which cannot be effectively dealt with;

- m) ensure an operational fire risk assessment is in place for the premises, fire evacuation drills are conducted, fire-fighting equipment is made available, fire alarms tested with required frequency and that all employees are aware of the emergency procedure;
- n) ensure that facilities are provided for means of escape and are readily available for use and that employees are familiar with their operation;
- o) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term (see Appendix 8);
- p) ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with approved codes of practice and guidance. Ensure that appropriate measures of competence are in place when selecting contractors and provide information so that they understand requirements for performance standards;
- q) ensure that approved items of first aid provided are readily available for use, under the control of a responsible person or trained first aider and that employees are aware of their location;
- r) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- s) ensure that this policy is communicated to all employees, governors and others operating at the School.

3.5 School Leadership Teams

The School Leadership teams will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the CSEL, CFOO, Headteachers. Specifically, Business and Office Managers, Deputy and Assistant Headteachers and any other member of staff with supervisory responsibilities will:-

- a) ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- b) ensure that health and safety is considered in regular school meetings (model Terms of Reference and Agenda for School Health and Safety Working Group are shown in Appendices 4 and 5);

- c) identify any employee health and safety training needs and ensure that these are communicated to the Headteachers or CSEL;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done;
- e) take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- f) ensure that all injuries, occupational illness, fires, incidents of violence at work and near misses are immediately reported to Headteachers or CSEL/CFOO;
- g) ensure that the Headteachers or CSEL/CFOO is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them;
- h) ensure that all defective equipment or plant is taken out of use until repaired or replaced;
- i) ensure that protective clothing or equipment is issued and used when necessary;
- j) ensure that areas of work are maintained to a high standard of housekeeping;
- k) ensure that all means of escape and associated equipment, e.g. fire doors, fire alarms etc. in their areas are at all times maintained free of obstructions and that escape doors can be readily opened from the inside in an emergency (it is recognised that that security must be balanced with means of escape need to be in place for normal operation);
- l) ensure appropriate evacuation procedures are in place and regular fire (at least half termly) and lockdown drills are held
- m) respond appropriately to all hazards brought to their attention by employees;
- n) undertake appropriate health and safety training courses.
- o) ensure statutory maintenance and inspection of facilities and equipment is undertaken (see Appendix 8).

3.6 Employees

All employees at the MAC will take health and safety seriously and perform their work in such a way that does not place themselves or others at risk. Staff will be expected to sign annually to confirm that they have read, understood and will abide by the MAC's Health and Safety Policy.

Every employee has a duty to:

- take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- co-operate with their employer, in allowing the employer to fulfil their health and safety obligations;
- correctly use work items or anything provided in the interests of health and safety;
- not interfere or misuse anything provided for their health, safety or welfare;
- provide specialist or professional knowledge required to inform risk assessments in their area;

Employees at Holy Cross Catholic MAC will:-

- Report any hazard or malfunction which presents a risk to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety;
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- Be sensibly and safely dressed for their particular working conditions;
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- Use all safety equipment and protective clothing provided;
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- Maintain tools and equipment in good condition, reporting all defects to supervision;

- Report to supervision all accidents, assaults, work-related ill-health and near misses;
- Attend appropriate health and safety training courses;
- Have knowledge of all processes, materials and substances they use;
- Be familiar with the School's fire evacuation and lockdown procedures and the location of fire safety equipment;
- Understand the risk assessments in their areas and comply with the control measures arising from them.

3.7 Pupils/Students and Parents

Pupils/Students and parents are responsible for following the school's health and safety advice, on-site and off-site (when participating in a school activity) and for reporting any health and safety incidents to a member of staff who will, where necessary, escalate to the Premises Manager.

Pupils are responsible for following guidance on acceptable behaviour and instructions from members appropriate to their age group in order to help maintain their safety and health at school.

3.8 Contractors

Contractors will agree health and safety practices, including the submission and approval of detailed risk assessments and method statements, valid insurance at an appropriate level, and appropriate certification/professional registration (if needed) with the Premises Manager/Supervisor before commencing work.

Prior to work commencing, the contractor will be inducted by the Premises Manager, SSO or Business/Office Manager who will ensure the contractor has relevant DBS certification (or appropriate supervision is in place), has signed in, has an ID badge, is familiar with the working environment and where they can and cannot access, is familiar with MAC policies and procedures, where and how the contractor can source appropriate permits to work (if required) and have undertaken checking of the asbestos register.

3.9 Employee Representation

Union Safety Representatives will be recognised in line with the Safety Representatives and Safety Committee Regulations 1977. Unions are recognised by the MAC as playing an important role in partnership with the management in relation to health and safety within the MAC.

Recognised Trade Union Representatives have the rights and function as set out in the above legislation.

For schools which do not have in place Union Safety Representatives, the MAC will seek to communicate with staff via the Premises staff group/H&S Working group, or local school Health and Safety Committee under the Health and Safety (Consultation with Employees) Regulations 1996.

4 Arrangements (See Appendix 9)

The following arrangements will be adopted to ensure that Board of Directors and the CSEL fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the School.

4.1 Setting Health and Safety Objectives

The Board of Directors, the CSEL and CFOO will specifically review health and safety progress of at the Board of Directors meeting each term. The external Health and Safety advisor will present a summary Health and Safety report by school at each Resources meeting. Where necessary health and safety improvements will be identified and included within the school health and safety action plan.

Key Performance Indicators for reporting to the board will include a termly site walk, a termly H&S meeting, Health and Safety report presented to Local Governing Body, termly monitoring by the HEALTH AND SAFETY Governor.

4.2 Provision of an effective Health and Safety Training Strategy/Plan

The external Health and Safety advisor will produce a health and safety training plan on an annual basis and details will be shared with resources committee and included in his summary report.

4.3 Provision of and effective Joint Consultative Process

The school/site health and safety working group will meet at least once per term. This working group will report to the Local Governing Body, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

4.4 Specialist Advice and Support

Specialist advice and support will be obtained from an appointed competent person, as required under the Management of Health and Safety at Work Regulations 1999. Where necessary, issues will be escalated to the Schools Health and Safety Committees or to an appropriate Headteacher's, or other, forum.

4.5 Establishing Adequate Health and Safety Procedures

Procedures will be established for the exchange of health and safety knowledge and information. Where necessary, these will be recorded, to include:-

- the School Health and Safety Committee agendas and minutes;
- provision of information relating to safe systems of work and risk assessments;
- communication of advice from the MAC Health and Safety Advisor;
- communication of information from approved codes of practice and health and safety guidance;
- communications with relevant specialist advisors/competent persons and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

4.6 Financial resources

The Directors will review the MAC budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

4.7 Other arrangements

School-specific arrangements can be found, or may be referenced, in School Health and Safety Policies which may reference other school policies including those listed in Appendix 3:

5 Monitoring (See Appendix 9.)

The effectiveness and compliance of this Policy will be monitored by the Resources Committee. This will be done in the following ways:

- A review of the policy every 3 years by the Chief Finance and Operating Officer (CFOO) and as part of the on-going reporting process.
- At least termly, health and safety reports will be submitted to the Board of Directors Resources Committee by the Chief Finance and Operating Officer (CFOO)

5.1 Health and Safety Action Plan and Objectives

The Board of Directors will ensure that all health and safety objectives and actions are carried out in a timely manner.

5.2 Accidents/Incidents

The Catholic Senior Executive Leader, CFOO and Headteachers will ensure that accidents and incidents are reported and monitored in line with the MAC

procedures. Where accidents are serious, repeated or attributable to failures of management, these will be brought to the attention of the appointed health and safety specialist for further advice. Appropriate remedial actions will be taken.

5.3 Third Party Monitoring/ Inspection

The MAC and each school in it will be subject to third party inspection and monitoring, as follows:-

- MAC Health and Safety Advisor
- HSE (Health and Safety Executive)
- Ofsted
- Department for Education

Actions arising from third party audit/inspection will be incorporated within the School action plan with appropriate target dates for completion.

6 Review

The Resources Committee will monitor the outcomes and impact of this policy on a regular basis in conjunction with local union secretaries.

7 Equality and Diversity

The MAC is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its pupil/ student population and its workforce, ensuring that no individual or group is disadvantaged.

8 Legislation

This policy is based on advice from the Department for Education on Health and Safety in schools Acts and Regulations and associated guidance listed in Appendix 6.

Holy Cross Catholic MAC

Health and Safety - PROCEDURES

The MAC's Health and Safety procedures aim, so far as is reasonably practicable to:

- Have health and safety as a core management function
- Develop Leadership capacity at all levels in health & safety matters
- Establish and maintain safe working practices amongst staff, pupils, students and all visitors to the school sites
- Provide adequate control of the health and safety risks arising from their work activities.
- Provide and maintain a safe and healthy environment ensuring premises are maintained safely and are regularly inspected
- Provide and maintain safe plant and equipment ensuring equipment is maintained safely and is regularly inspected
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Reduce the number of accidents and cases of ill-health to as low a level as is reasonably practicable
- Provide information, instruction and supervision for staff
- Ensure all staff are competent to do their tasks, and to provide them with adequate training
- Have robust procedures in place in case of emergencies
- Consult with staff on matters affecting their health and safety
- Review and revise this policy as necessary at regular intervals

1. ACCIDENT/INCIDENT/WORK RELATED ILL-HEALTH CASE/NEAR MISSES

Any of the above are required to be recorded on the relevant report form/system.

1.1 ACCIDENT/NEAR MISS RECORDING

An Incident Report form will be completed as soon as possible after the accident/near miss occurs by the member of staff or first aider who deals with it. The completed form is to be returned to be filed by the school unless the incident is RIDDOR reportable in which case the HSE and CSEL must be informed.

The MAC has an online reporting platform for work-related incidents to enable examination of incident numbers/trends and implement preventative measures.

Incident Report forms must be completed with as much detail as possible by the injured person and the person they are reporting to as soon as possible following the incident/near miss.

1.2 REPORTING TO THE HEALTH AND SAFETY EXECUTIVE (See Appendix 7)

The Headteachers shall keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). Arrangements shall be made for such record-keeping to take place in relation to all “non-school” MAC establishments.

The school will report these to the Health and Safety Executive and the CSEL as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries; specifically:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital.
 - Note: There is no requirement to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- Certain occupational diseases including Occupational Asthma, Occupational Dermatitis, and conditions affecting the hands and arms such as Carpal Tunnel Syndrome and HAVS.
- Certain dangerous occurrences where there is a ‘near-miss’ but no injury, for schools, these may include:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion

1.3 NOTIFYING PARENTS

A designated member of staff in school will inform parents and the Headteacher of School of any accident or injury sustained by a student, and any first aid treatment given, on the same day.

1.4 REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Headteacher of School will notify the CSEL and Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 10 days after the incident.

The Headteacher of School will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a student while in the school's care.

2. ASBESTOS

The MAC acknowledges the health hazards arising from exposure to asbestos and will protect pupils/students/staff and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos containing materials in the workplace premises.

Up to date registers of ACMs and asbestos management plans are maintained by each school and these are available to contractors and other persons working within the school.

3. CCTV

Where schools have CCTV installed, they will refer back to their local procedures and may use footage as a means of completing investigations where necessary.

4. CONTROL OF CONTRACTORS

For school organised work- Premises Managers/Senior Site Supervisors will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to staff, other persons on site and the public. For Capital Works this will be organised by the MAC Central Team and the MAC Capital Consultant who act as Project Manager and CDM for works.

The MAC is committed to ensuring that where any construction work is carried out at its premises, it is done so without risks to the health and safety of its staff or others and in accordance with the requirements of the Construction (Design and Management) Regulations 2015 and related statutes. Please also see Section 4.8.

5. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The MAC acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that risk of exposure to staff and others from substances hazardous to health is prevented or at least controlled to within statutory limits.

Hazardous substances can take many forms including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Substances that cause diseases, such as leptospirosis or legionnaires disease

The MAC undertakes to control exposure where reasonably practicable. Where exposure cannot be adequately controlled, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with staff or their representatives.

All staff will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health. Control of Substances Hazardous to Health Regulations (COSHH) risk assessments are completed by Premises Managers/Supervisors or Heads of Department i.e. Science and circulated to all employees who work with hazardous substances.

All staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products will be stored as noted on the manufacturer's guidelines and in line with any regulations i.e. COSHH. Where no regulations exist, as a minimum they will be kept in a lockable cupboard with limited access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6. DISPLAY SCREEN EQUIPMENT (DSE)

All reasonable steps will be taken by the MAC to secure the health and safety of staff who work with Display Screen Equipment.

The MAC acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the Holy Cross to ensure that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of Display Screen Equipment can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns. The MAC will seek to give information and training to enable a fuller understanding of these issues.

All staff who use computers daily as a significant part of their normal work can ask for a display screen equipment (DSE) self-assessment. Any issues highlighted by the self-assessment are forwarded to a trained DSE-assessor to enable suitable measures to be taken to reduce the risk to them.

'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users may be entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically, and solely for DSE use).

The following staff have been identified as DSE users:

- Senior Leadership
- Administrative Staff
- Learning Mentors

7. DRIVING AT WORK

The MAC recognises that the use of motor vehicles on Holy Cross business requires additional health and safety measures to protect both staff and third parties.

The MAC provides fully comprehensive occasional business use insurance for staff that use their own vehicles for business purposes i.e. to attend training courses, commute between sites etc.

It is the staff's responsibility to ensure that any vehicle they use for business is road worthy and complies with all national legislation and guidance.

It is also the staff member's responsibility to ensure they fully comply with the Transporting Children section of the MAC Staff Code of Conduct, in relation to the transportation of pupils/students.

8. ELECTRICAL EQUIPMENT SAFETY

All reasonable steps will be taken to secure the health and safety of staff who use, operate or maintain electrical equipment. The MAC acknowledges that work with and on electrical equipment can be hazardous and it is therefore MAC's intention to reduce the risks as far as is possible.

This will be done through periodic formal inspection of portable items and fixed electrical installations by the relevant competent person, as well as routine visual inspections by equipment users.

9. a) FIRE SAFETY

The MAC recognises the importance of protecting pupils, students, staff, visitors and others from any fire-related risks associated with the work undertaken and is committed to complying with any relevant legal duties and obligations. As far as is reasonably practicable, all steps shall be taken to prevent fire from occurring. This will include (but is not limited to) an operational fire risk assessment of premises, fire and emergency plans, and evacuation drills and training for staff.

10. FIRST AID AT WORK

The MAC is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work areas under the control of the Holy Cross.

To this end, the MAC will provide information and training on first aid to staff to ensure that statutory requirements of the Health and Safety (First Aid) Regulations 1981 are adhered to.

11. GAS SAFETY

Premises Managers/Supervisors will ensure that:

- Installation, inspection, maintenance and repair of gas appliances and fittings is only carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

12. INFECTION PREVENTION AND CONTROL

The MAC follows national guidance published by Public Health England (PHE) when responding to infection control issues. The MAC will encourage staff and pupils/students to follow good hygiene practice. MAC staff will be encouraged to have flu (and Covid) vaccinations.

Staff will ensure that the storage of all medications fully comply with the local Management of Medicines Policy.

12.1 HANDWASHING

All pupils, students, staff and visitors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Wash hands with liquid soap and warm water, and dry hands
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

12.2 PERSONAL PROTECTIVE EQUIPMENT

All pupils, students, staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing, during first aid etc.)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Wear other PPE as directed by their line manager/teacher
- Report defective or inappropriate PPE to their line manager

12.3 CLEANING OF THE ENVIRONMENT

All staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Clean the environment, including toys and equipment where appropriate, frequently and thoroughly
- Do not leave spillages or other hazards for others to deal with

12.4 CLEANING OF BLOOD AND BODY FLUID SPILLAGES

All staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

13 LAUNDRY

All staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Wash laundry in a separate dedicated facility.
- Wash soiled garments separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled garments.
- Bag children's soiled clothing to be sent home, never rinse by hand.

14 CLINICAL WASTE

All staff and contractors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Always segregate domestic and clinical waste, in accordance with local policies.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

15 ANIMALS

All pupils, students, staff and visitors are expected to adhere to the following directions whilst on site at Holy Cross schools:

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from students.
- Supervise pupils/students when they are in contact with animals.
- Seek veterinary advice on animal welfare and animal health issues.

16 PUPILS/STUDENTS VULNERABLE TO INFECTION

Some medical conditions make staff, pupils and students vulnerable to infections that would rarely be serious in most children. The schools will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly.

17 EXCLUSION PERIODS FOR INFECTIOUS DISEASES

The schools will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, The MAC will follow advice from Public Health England about the appropriate course of action.

18 LETTINGS

Those who hire any aspect of the school sites or any facilities will be made aware of the content of the school's local health and safety policy and will having read and signed the lettings form will have responsibility for complying with it.

20 SCHOOL MINIBUS

The MAC acknowledges the additional risks in relation to school minibuses. In order to reduce the risks, the School's Minibus Policy should be adhered to. This policy sets out the expectations in relation to school minibus usage and regulations.

20 LONE WORKING

The MAC acknowledges that lone working situations cannot be eliminated, which might include late or weekend working, off site visits and/or working in a single occupancy office. Prior to undertaking any form of lone working, The MAC Lone Working Policy should be referred to, to ensure full compliance.

Potentially dangerous activities, such as those where there is a risk of falling from height, must not be undertaken when working alone. If there are any doubts about the task to be performed it will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

21 MONITORING HEALTH AND SAFETY

The MAC acknowledges that effective monitoring arrangements must be in place to ensure effective health and safety standards are maintained.

Premises Managers/Supervisors will work with their School Headteacher to introduce a review and monitoring programme focusing on the following areas:

- Review new and upcoming health and safety legislation to ascertain its impact on the school
- Reviews of all health and safety related policies
- Reviews of health and safety guidance documents

- Staff engagement with reviewing applicable risk assessments and safe working procedures
- Numbers and types of incidents and cases of work related ill-health

MAC Schools will hold termly Health and Safety Committee meetings to review Health and Safety within the school premises. Sample Terms of Reference and Meeting Agenda are provided in Appendices 1 and 2.

The MAC health and safety performance will be reported at least annually to the Board of Directors by the Chief Finance and Operating Officer (CFOO).

22 MOVING AND HANDLING

The MAC acknowledges that due to the nature of work it undertakes, moving and handling activities present a risk to staff.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture and have relevant training to do so. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The schools will ensure that proper mechanical aids and lifting equipment are available in school, and that there will be staff available who are trained in how to use them safely. Where persons are being moved, specific advice will be sought from a competent person.

Staff, pupils and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out
- Ensure the load is held close to the body and firmly
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

23 NEW AND EXPECTANT MOTHERS

The MAC will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers and of their unborn children.

The MAC undertakes to assess all risks to new and expectant mothers arising from their work activities and to take implement appropriate control measures. Risk assessments will be carried out whenever any employee/ volunteer or student notifies the school that they are pregnant. Appropriate measures will be put in place

to control risks identified and these will be revisited throughout the term to ensure that risks are still adequately controlled.

Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

The schools will inform all relevant staff if there has been a case of any of the above viruses within the school.

24 NOISE AT WORK

The MAC will take all reasonable steps necessary to ensure that the risk of hearing damage to staff who operate noisy equipment or work in a noisy environment is reduced to a minimum. This will include such measures as purchasing low-noise equipment, isolating or enclosing equipment, or monitoring or reducing exposure time.

Holy Cross also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

Holy Cross will also take all reasonable steps to minimise the disturbance caused by noise from Holy Cross premises affecting people in the neighbourhood.

25 OFF-SITE VISITS AND SPORTS FIXTURES

When taking pupils/ students off the school premises, MAC schools must ensure that:

- A risk assessment has been completed and approved prior to the visit taking place (generic risk assessments for all sports fixtures are to be completed at the start of each year by a PE teacher)
- All off-site visits are appropriately staffed

- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

26 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The MAC will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by Holy Cross to secure the health and safety of staff who work with PPE. It is the member of staff's responsibility to notify their line manager when their PPE becomes in need of replacement.

Holy Cross acknowledges that Health and safety hazards will have been identified if this equipment is used. It is the intention of Holy Cross to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

27 PRESSURE SYSTEMS

The MAC will, so far as is reasonably practicable, ensure that all pressure systems used or owned are safe and inspected in line with statutory requirements. The design, construction, repair and modification of pressure systems will be managed so as to prevent danger and such relevant information as is required in law, will be made available and kept for record purposes.

28 RECORDS

The MAC acknowledges both the managerial and legislative requirement for effective Health and safety record keeping.

Premises Managers/ Supervisors are responsible for the central administration of document control procedures, obtaining the correct authorisations, maintaining document identity and issue status, controlling distribution, updating and keeping archive files at their schools.

Staff are responsible for maintaining health and safety records wherever applicable.

29 RISK ASSESSMENT (HEALTH AND SAFETY)

The MAC will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with the use of premises and working operations together with any necessary remedial actions.

Within each school the Head Teacher is responsible for ensuring that risk assessments are undertaken, that they are suitable and sufficient for the hazards

present in school, and that they are reviewed at suitable intervals, or following an incident.

Appropriate risk assessments will be undertaken prior to any off site trips, visits or extracurricular activities taking place.

Where premises are altered or their use changed, the continued suitability of the premises will be assessed, including any relevant risk assessments.

30 SECURITY

Premises Managers/ Supervisors are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

31 VIOLENCE AT WORK

The MAC believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards their staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager, or Headteacher immediately. This applies to violence from pupils, students, visitors or other staff.

32 SIGNS/SIGNAGE

MAC establishments will provide Safety signage where required throughout the MAC. The safety signage will conform to the requirements of the Health and Safety (Signs and Signals) Regulations 1996.

33 SLIPS, TRIPS AND FALLS

The MAC acknowledges that slips, trips and falls are the most common cause of major injuries in the United Kingdom.

The MAC will take all reasonably practicable measures to ensure that all workplaces and grounds under its control, are safe and without unnecessary risks of slips, trips and falls to all persons accessing them.

34 SMOKING

The MAC operates a policy of no smoking and vaping on any of its properties including vehicles for students, staff, contractors and visitors. Signage indicating this policy is clearly displayed across its sites.

35 STRESS AT WORK

The MAC recognises that, whilst a degree of stress can be a positive force at work, excessive pressure can have a negative effect on health and on performance at work.

Holy Cross MAC is committed to promoting good health and wellbeing at work and is therefore concerned to recognise the negative effects that stress may have. The MAC recognises the importance of identifying and reducing workplace stressors through risk assessment and systems are in place within the schools for responding to individual concerns, monitoring staff workloads and providing suitable support mechanisms for members of staff suffering from the negative effects of stress.

The MAC provides all staff with access to Care First who offer all staff a range of services 24 hours per day. In addition all schools have named and trained Senior Mental Health and Wellbeing lead through DfE training provider. In addition the MAC will refer any employee to Occupational Health for an assessment if they are concerned.

36 TRAINING

Increasing knowledge and awareness through information and training plays an important part in the MAC's systems for managing Health and Safety.

For all staff joining the Holy Cross MAC or moving to a different location across the schools, induction training will be provided.

Staff who work in higher risk environments, such as in science laboratories or with woodwork equipment, or work with students with special educational needs (SEN), are given additional Health and Safety training in line with any statutory or industry requirements and from any risk assessment recommendations.

37 WASTE MANAGEMENT

The MAC is committed to ensuring the health, safety and welfare of its staff and of others who may be affected by the waste materials which result from its work. The policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

38 WATER SAFETY MANAGEMENT

The MAC operates a wide number and variety of buildings and understands that the air conditioning, heating and water systems may present a legionella hazard. To manage the hazard posed by water, all locations have scheduled testing of plant and relevant equipment with records retained and necessary action taken. Please refer to the MAC's Managing Legionella Document ..

39 WORK EQUIPMENT

Holy Cross is responsible for ensuring that all work equipment is maintained according to the manufacturer's specifications through Planned Preventative Maintenance Programmes (PPM's).

Only trained personnel should be allowed to operate work equipment without supervision. It is the duty of all staff to read, understand and comply with the instructions for use of any items of equipment used.

Where equipment is hired in, the supplier will be asked to supply inspection and maintenance documentation for the equipment in line with the requirements of the Provision and Use of Work Equipment Regulations 1998.

When new equipment is needed, schools will ensure that equipment meets any relevant safety requirements, including factors such as low-noise, low-voltage, suitable for the users to operate safely, etc.

When new equipment is purchased, it is to be checked by the member of staff responsible for its use to ensure that it meets appropriate educational standards and added to relevant asset registers.

All equipment is to be stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

40 SPECIALIST EQUIPMENT

Individuals are responsible for their own equipment including wheelchairs. In schools, staff will promote the responsible use of wheelchairs.

41 PE EQUIPMENT

Staff are responsible for:

- Teaching pupils/ students how to carry out and set up PE equipment safely and efficiently and in accordance with national guidelines
- Checking that PE equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported immediately to the Premises Manager/ Supervisor

The Premises Manager/ Supervisor is responsible for ensuring PE equipment is maintained and inspected in accordance with the manufacturer's specifications.

42 WORKING AT HEIGHT

It is the MAC's policy to avoid any work at height where it is reasonably practicable to do so. Working at height is defined as any height where you are working with your feet off the ground. Where working at height is unavoidable, then all reasonable steps shall be taken by the MAC to ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Teaching staff are only permitted to undertake short-duration, low -risk tasks at height, and using the correct equipment supplied by the school.
- The Premises Manager/ Supervisor retains suitable ladders for working at height
- Students are prohibited from using ladders or other access equipment
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders or other access equipment for working at height
- Before using a ladder, staff are expected to have had the appropriate training and to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by suitably trained persons
- Ladders will have an annual safety inspection clearly labelled detailing the date of last inspection.

The staff members and any other person involved in the work activity shall cooperate in the implementation of this policy.

43 WORKING TIME

The MAC will comply with the requirements of the Working Time Regulations 1998 (as amended).

44 YOUNG PERSONS (16-18)

The MAC is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.

The MAC will assess and document the additional risks and measures provided, to ensure the Health and safety of young persons.

The MAC is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Work experience placements will only take place after a suitable and sufficient health and safety risk assessment is in place.

45 SAFE USE OF SHARPS IN SCHOOL

The MAC recognises the risks from the use of sharps for medical and health purposes in school, and will assess the risks to both staff and pupils in relation to the use of sharps, including:

- Asking parents to inject their children before or during school hours
- Ensuring that 'safer sharps' are used wherever possible

- Training for staff on safe techniques and the prevention of injuries
- Having 2 members of staff present when sharps are used wherever possible
- Not recapping used needles and immediate placing of needles in a sharps bin
- Ensuring sharps-related injuries are reported immediately and medical advice sought by staff

46. ADMINISTERING MEDICATION

The MAC recognised the risks that may arise from the administration of medication and will ensure that each school has relevant local procedures to ensure that this is done safely and without risk to staff or pupils.

The Head Teacher is responsible for ensuring that as a minimum these procedures include:

- Parental consent to administer the medication.
- Relevant training for staff.
- Medication stored in secure locations.
- Asthma medication made available to pupils as needed.
- Having 2 trained members of staff to oversee and administer medication.
- Records kept of all medication administered.

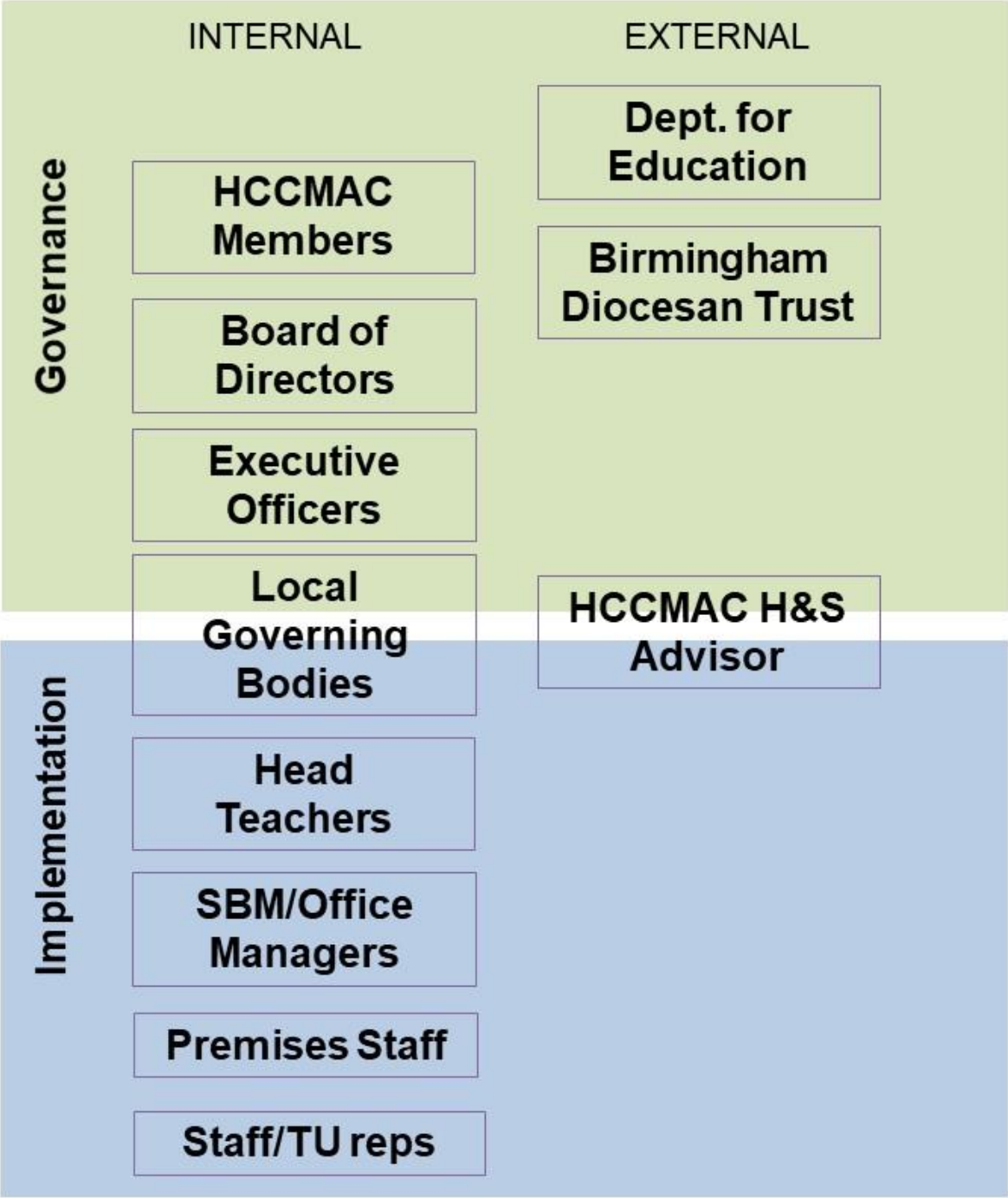
47. LOCKDOWN PROCEDURES

The MAC recognises that schools may face a hazard from an external source, either an environmental hazard, a civil contingency, or an intruder to the school site. The MAC will support each school to ensure that they have a suitable, site-specific procedure in place to 'lockdown' the school.

These procedures will provide guidance for a range of circumstances where school staff need to take measures to ensure the safety of pupils and colleagues alike. It is recommended that schools test these procedures at least annually, and more frequently if there are local factors which may increase the risk such as being near an industrial estate, or shopping centre, or if there are individuals known to the school who present a significant risk.

Roles and Responsibilities Structure Chart

**Holy Cross Catholic MAC
Health & Safety Structure**



**List of Policies which may be referenced within
School Health and Safety Policies**

Policy
Curriculum policies: - Physical Education Design and Technology & Art Science
Lettings
Accidents, Incidents, Work Related Ill Health and Assaults
Fire Risk Assessment and Emergency Procedures
First Aid Risk Assessment and Procedures
Risk Assessments for all staff activities
Risk Assessments for Premises related activities
Risk Assessments for all curriculum activities
Manual Handling Risk Assessments
Risk Assessments for Education Visits
Violence at Work and Lone Working Risk Assessments and Procedures
Stress
Equipment and Plant Maintenance and Inspection
Electrical Equipment and Installations
Site Inspections
Local Asbestos Management Plan
Legionella Management Protocols
Selecting and Controlling Contractors
Control of Substances Hazardous to Health (COSHH)
Display Screen Equipment (DSE)
Security
Driving and Transport

MODEL Terms of Reference

[XXXX] School Health and Safety Committee

Terms of Reference revised XXXX/ 20XX

Policy Aim

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

(extract from school HEALTH AND SAFETY policy)

Membership

- Head Teacher
- Trade Union or Staff Representative
- Governor
- Business or Office Manager
- Site Services Officer
- HEALTH AND SAFETY Officer
- Other members of staff as required by the Committee on an ad-hoc basis

Objectives

1. To ensure that we conduct all our activities safely and in compliance with legislative standards.
2. To assist in providing safe working and learning conditions.
3. To check that our school has a systematic approach to the identification of risks and adequately allows for the allocation of resources to control them.
4. To be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare:
 - To establish adequate health and safety communication channels so that all staff, Pupils, Visitors and Shared Users are aware of their Health & Safety roles and responsibilities & are kept up to date on significant changes within the school.
 - To ensure the provision of an effective joint consultative process for Health & Safety.
5. To promote the principles of sensible risk management which enables innovation and learning about safety, and promotes a proportionate response to risk
6. To ensure that the school premises are in a safe condition for the purpose of use.

Housekeeping:

The committee must meet at least one per term and must send its minutes on a timely basis to the Board of Directors/Governors and Local Governing Body

MODEL AGENDA**[xxxxxx] School Health and Safety Working Group**

Date		Time		Venue	
Attendees					
Attendees for part of the meeting	Name			Job title	
Apologies					
Items	Person		Notes		
1. Apologies	Chair				
2. Confirmation of the last meetings Minutes.	Chair				
3. Matters arising from the minutes not on the agenda.	Chair				
4. Premises issues <ul style="list-style-type: none"> • Site inspection reports • Update on fire risk assessment action plan • Compliance • Current & future projects 	SSO/HT & HEALTH AND SAFETY Officer				
5. Reports on fire drills. Future planning of emergency drills – dates & types of drill	HT/ SBM				
6. Review of accidents/incidents/assaults including first aid provision.	HT/SBM/ HEALTH AND SAFETY Officer				
7. Sharing good practice/bulletins/topical issues raised by Health and Safety Officer and others	HEALTH AND SAFETY Officer				
8. Any other business/date of next meeting	All				

Health and Safety Regulations and Guidance

- The Health and safety at Work Act 1974
- The Management of Health and safety at Work Regulations 1992
- The Management of Health and safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- Occupiers Liability Act 1984
- Road Safety Act 2006
- Employment Rights Act 1996
- Equality Act 2010
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and safety (Offences) Act 2008
- Safety Representatives and Safety Committees Regulations 1997
- Health & Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- The Health & Safety (Training for Employment) Regulations 1990
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment Work Regulations 1992
- The Workplace (Health & Safety & Welfare) Regulations 1992
- Health & Safety (Consultation with Staff) Regulations 1996
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- Employers Liability (Compulsory Insurance) Regulations 1998
- The Pressure System Safety Regulations 2000
- Work at Height Regulations 2005
- Control of Vibration at Work Regulations 2005
- Control of Noise at Work Regulations 2005
- Control of Asbestos at Work Regulations 2012
- Health and safety (Fees for Intervention) Regulations 2012
- The Construction (Design and Management) Regulations 2015



Incident Report Form

(Accident / Assault / Near miss)

This form is to enable you to quickly capture information following an incident (accident, assault, or near-miss). Please return the completed form to your Office / Business Manager as soon as possible after the incident so that the incident can be logged and actions to prevent a recurrence can be considered.

Line Managers should complete the incident investigation section at the end of the form. This form would not normally to be used for the following incidents:

- Minor injuries to pupils (sports or play related etc)
- Pupil assaulted by another pupil
- Non work-related incidents

Incident summary:

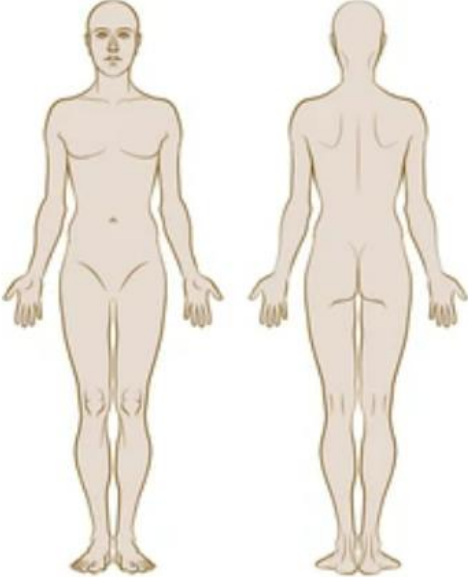
General Incident information	
Location (school)	
Incident date	
Incident time	

Details of the injured person:

(completing this section is a statutory requirement of the RIDDOR regulations for both staff and pupil accidents, and for assaults on staff)

Surname		
First name		
Address		
Postcode		
Contact number		
D.O.B.		
Incident reported to (line manager)		
Who was involved? (the person who was injured or assaulted)	Employee	
	Pupil	
	Member of Public (parent etc)	
	Agency staff	
	Contractor	
Type of incident:	Volunteer or work placement	
	Accident – complete Incident Details and Investigation sections	
	Assault complete Incident Details , Assailant details and Investigation sections	
	Near miss – complete investigation section only	

Incident Details:

Incident details		
Type of injury (e.g., bruising, sprain, cut etc), or assault		
Apparent cause		
Incident severity – Include any time lost from work if known	No injury	
	Minor – no lost time	
	Possible lost time – up to 7 days	
	Serious/major injury (break/fracture, or over 7 days)	
	High impact assault by pupil on staff member	
	Fatality	
Main parts of the body affected:		
If the incident is an assault, please provide details of the assailant if known		
Incident outcome: tick which applies	First aid administered	
	Taken directly to hospital from scene	
	No treatment given	
	Went to the hospital later on (not from scene)	
	First Aid refused	
	Referred to GP	
	Sent home	

Incident investigation

(this section must be completed by the injured/assaulted person's line manager, or by a member of SLT as part of the requirements of the Management of Health & Safety at Work regulations)

Incident investigation undertaken?	
Date of investigation (or planned date)	
Name of person completing investigation	
Investigation findings	
Immediate reason for incident	
Underlying reason for incident	
Actions to prevent recurrence	
Following the investigation, was the incident work related? Y/N	

Once complete this form should be uploaded to Every Education

Statutory Testing List

1. Electrical Equipment
 - 1.1 Schools. Electrical Condition Report [maximum interval -5 years]
 - 1.2 Hydrotherapy Pools and Swimming Pools. Electrical Condition Report [Annual]
 - 1.3 Stage Lighting Electrical Condition Report [Annual]
 - 1.4 High Voltage Switch Gear / Transformers
 - 1.5 RCD/RCBO Testing
 - 1.6 Electrical Equipment/Portable Appliance Testing
 - 1.7 Ground Source and Air Source Heat Pumps
 - 1.8 Lightning Conductors
 - 1.9 Automatic Gates (Powered)
 - 1.10 Automatic Doors (Powered)
 - 1.11 Automatic Barriers (Powered)
 - 1.12 Automatic Roller Shutters

2. Kitchen and Catering Equipment
 - 2.1 Kitchen Canopy Supply and Extraction Systems (Hygiene)
 - 2.2 Kitchen Air Handling Supply and Extraction Systems (Mechanical)
 - 2.3 Gas Fired Air Heater Providing Tempered Fresh Air for the Kitchen Canopy
 - 2.4 Gas Catering Equipment and Appliances
 - 2.5 Static Electrical Catering Equipment
 - 2.6 Gas Proving System and Ventilation Interlock
 - 2.7 Kitchen / Catering Electrical Portable Appliance Testing

3. Gas Safety, Equipment and Appliances
 - 3.1 Gas Fired Boilers Including Flues
 - 3.2 Gas Fired Water Heaters Including Flues
 - 3.3 Gas Fired Air Heaters Including Flues
 - 3.4 Gas Fires Including Flues
 - 3.5 Maintenance of Gas Distribution Pipework
 - 3.6 Boiler House Safety Systems (Hazardous Fumes)
 - 3.7 Gas Proving Systems - Science Laboratories

4. Water Hygiene and Safety
 - 4.1 Legionella Risk Assessment
 - 4.2 Hot Water Services - Hot Water Calorifier (Inspection/Purging and Sampling)
 - 4.3 Hot Water Services - Temperature Monitoring of Calorifiers and Water Heaters
 - 4.4 Hot Water Services - Temperature Monitoring of Sentinel Hot Taps
 - 4.5 Hot Water Services - Temperature Monitoring of Hot Taps
 - 4.6 Cold Water Services - Condition/Cleaning of Cold Water Storage Tanks

- 4.7 Cold Water Services - Temperature Monitoring of Cold Water Storage Tanks
 - 4.8 Cold Water Services - Temperature Monitoring of Sentinel Taps
 - 4.9 Cold Water Services - Temperature Monitoring of Taps
 - 4.10 Shower Heads
 - 4.11 Legionella Sampling
 - 4.12 Thermostatic Mixing Valves (TMV) and Thermostatic Taps
 - 4.13 Micro-biological Water Sampling of Hydrotherapy Pools and Swimming Pools
 - 4.14 Reduced Pressure Zone (RPZ) Valves
 - 4.15 Sewage Pumps and Chambers
- 5. Oil Fired Boilers
 - 5.1 Oil Fired Boilers including Flues and Chimneys
 - 5.2 Oil Storage Tanks
 - 5.3 Oil Pipelines Underground (Pressure Test)
- 6. Lifts and Lifting Equipment
 - 6.1 Lifts (Passenger)
 - 6.2 Lifts (Non Passenger)
 - 6.3 Hoists (Passenger)
 - 6.4 Hoists (Non Passenger)
 - 6.5 Electrically Operated Changing Beds/ Tables
 - 6.6 Fall Arrest Systems (Including Eyebolts)
 - 6.7 EVAC Chairs
- 7. Fire and Emergency Lighting
 - 7.1 Fire Risk Assessment
 - 7.2 Emergency Lighting
 - 7.3 Fire Alarms
 - 7.4 Fire Sprinkler Systems
 - 7.5 Fire Suppression Systems (Automatic)
 - 7.6 Portable Fire Fighting Equipment
 - 7.7 Wet (or Dry) Risers and Hydrants
 - 7.8 Fire Shutters and Fire Curtains
- 8. Miscellaneous
 - 8.1 Design and Technology/Science Equipment (Science Benches, Drills, Lathes, Brazing Hearths etc)
 - 8.2 Dust and Fume Extraction [Fume Cupboards and Woodwork Equipment] (LEVs)
 - 8.3 Electric Pottery Kiln
 - 8.4 Fixed Air Conditioning Units
 - 8.5 Air Handling Supply Systems (Including Duct Hygiene)
 - 8.6 Air Handling Supply Systems (Mechanical)
 - 8.7 Pressurised Systems
 - 8.8 Pool Plant Maintenance (Hydrotherapy and Swimming Pools)

- 8.9 Intruder Alarm
- 8.10 LPG Storage Compound
- 8.11 Display Energy Certificates (DEC)
- 8.12 Advisory Reports (AR)
- 8.13 TM44 Certificate
- 8.14 Refrigerant [F] Gases (Air Conditioning / Heat Source Systems)
- 8.15 Glazing
- 8.16 Movable Partition Walls
- 8.17 Physical Education Equipment
- 8.18 Outdoor Play Equipment
- 8.19 Tree Safety

9. Asbestos Management

(Note: This section must be completed unless all of your buildings were constructed after 2001)

- 9.1 Duty Holder Training
- 9.2 Asbestos Management Survey
- 9.3 Asbestos Management Plan
- 9.4 Documented Re-Inspection of Asbestos and Suspected Asbestos Containing Materials
- 9.5 Asbestos Awareness Training

10.0 Additional Operational Checks By Site Staff

- 10.1 Fire Alarms
- 10.2 Fire Extinguishers
- 10.3 Fire Doors
- 10.4 Emergency Lighting
- 10.5 General Alarms
- 10.6 Water Outlets
- 10.7 Swimming Pool
- 10.8 Fire Drills
- 10.9 Ladders

11. Other Site Specific Checks and Miscellaneous Items

12. Training Requirements

HCC MAC Health and Safety Monitoring and Reporting

Health and Safety Consultant site visits

Minimum of two visits per term – identifies site issues and monitors compliance with statutory testing.

School Health and Safety Committee

Meets termly to identifies issues, statutory testing requirements and reports on action and progress to School Local Governing Body.

School LGB

Receives H and S report from School Health and Safety Committee.
Ensures priorities are fed into school improvement and financial planning processes.

MAC Resources Committee

Meets half termly.
Receives School H and S reports from LGBs via External Health and Safety Consultant.
Considers school capital funding bids and MAC priorities for capital funding and makes recommendations to MAC Board.

MAC Board

Receives termly exception reports from MAC Resources Committee.

RIDDOR Reports to MAC

RIDDOR reporting facilitated by online reporting via IRIS EVERY. All RIDDOR incidents reported to MAC Resources Committee.

MAC Health and Safety Policy Framework

Included in staff induction to make all employees aware of the policy and their personal responsibilities for Health and Safety.

Legionella control Procedure (Template)

This policy sets out HCCMAC's approach to managing significant legionella risks associated with water systems.

Scope

This policy applies to any use or storage of hot and/or cold water that is owned, managed, maintained or controlled, to any extent, by the HCCMAC that could result in the formation and/or transmission of water droplets (aerosols) which may be inhaled by any person, thereby creating a reasonably foreseeable risk of exposure to legionella bacteria.

Relevant legislation and guidance

- The Health and Safety at Work Act etc. 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Construction (Design and Management) Regulations 2015
- [Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8 \(Fourth Edition\). Health and Safety Executive \(HSE\).](#)
- [Technical Guidance HSG274](#)

Note: There are specific water quality and water hygiene regulations that apply to mains-fed water storage and supply systems which will also need to be considered when implementing this policy.

Definitions

The HSE identify that the following water use and storage systems each present a reasonably foreseeable risk of exposure to legionella bacteria:

- cooling systems with cooling towers, evaporative condensers or dry/wet cooling systems
- hot and cold water systems
- spa baths
- other plant and systems containing or using water, or water-based solutions, where any or all of the following apply
 - the water temperature in all or some parts of the system may be between 20–45 °C, which is suitable for legionella bacterium growth
 - there is a means for creating and spreading breathable droplets (aerosols)
 - water is stored and/or re-circulated
 - there are deposits that can support bacterial growth, such as rust, sludge, scale, organic matter and biofilms

Domestic hot and cold water systems

Water systems that are considered to be an inherent part of a building's services. Examples (this list is not definitive) could include general hot and cold water supplies, wet heating systems, sanitary water supplies, emergency drench showers, Point of Use Water Heaters directly connected to either the mains water supply or a mains-fed water storage system, building sprinkler systems, hydrants, fire hoses and mains-fed water fountains.

Faculty/departmental equipment

Any specialist water systems or equipment that is independent of a building's water supply. Examples (this list is not definitive) could include stand-alone water or wave tanks, rainwater harvesting systems, water baths, humidifiers, re-circulating water vacuum systems, horticultural watering and misting systems, washing machines with sumps, coolant used with engineering and other experimental equipment, hoses and spray heads.

Policy statement

The HCCMAC is committed to reducing, so far as is reasonably practicable, the reasonably foreseeable risks of exposure of any person to legionella bacteria. The HCCMAC will aim to achieve this policy commitment by following the principles set out in the publication 'Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8 (Fourth Edition). Health and Safety Executive (HSE)'. This will include:

- appointing one or more Responsible Person (Legionella) to have responsibility for managing identified in-scope water use and storage systems
- carrying out a suitable and sufficient risk assessment of all work activities and in-scope water systems to identify and evaluate foreseeable risks of exposure to legionella bacteria
- identification of any particular "at risk" groups of people who may be at greater risk of harm if exposed to legionella bacteria
- recording the significant findings of each such assessment
- producing and implementing written arrangements (a legionella management plan) to avoid, so far as is reasonably practicable, exposure to legionella bacteria. Where it is not possible to avoid this risk then the plan will identify the measures for controlling the risk of such exposure and to ensure that such controls remain effective
- keeping appropriate records of any management and any associated monitoring activities
- allocating sufficient resource to ensure that reasonably foreseeable risks of exposure to legionella bacteria are managed. This will include the appointment of suitable numbers of competent people to advise on legionella management matters and to assist with the development and implementation of the legionella management plan
- providing suitable and sufficient information, instruction, training and supervision to relevant employees to enable them to perform their duties under this policy and any associated procedures and to reduce the risk of legionella growth and transmission and foreseeable exposure of any person to legionella bacteria

- ensuring that all new water systems are designed, specified, installed and commissioned so as to avoid, where reasonably practicable, the foreseeable exposure of people to legionella bacteria or, where avoidance is not practicable, to ensure that such risks are reduced to a tolerable level
- carrying out a legionella risk assessment on all new buildings following handover from the Principal Contractor. The assessment findings will be incorporated into the building's legionella management plan
- managing all works on existing domestic hot and cold water systems to ensure that foreseeable risks of legionella exposure are managed
- ensuring that all work on domestic hot and cold water systems are only carried out by suitably competent people.
- undertaking periodic audits to ensure that all relevant duties under this policy and applicable legislation are being managed effectively

Responsibilities

XXXX has the overall day to day responsibility for health and safety matters at the HCCMAC and therefore acts as the duty holder for legionella management at the MAC. Xxxx delegates responsibility for undertaking aspects of these duties through line management and identified roles.

The following people are identified as having specific responsibilities under this policy (in addition to any other responsibilities under other health and safety policy) for the control of legionella issues in those water systems, and for those relevant persons, that fall within their budgetary control:

1. Domestic hot and cold water systems

Head Teachers have been appointed as the specific Responsible Person (Legionella) for those domestic hot and cold water systems whose maintenance and upkeep falls within their budgetary control. Each of these appointed Responsible Person (Legionella) will ensure that:

- suitable resources are allocated for the management of legionella risk in domestic hot and cold water systems. This includes the written appointment of relevant people within their line management chain to deputise for them where necessary and the allocation of sufficient budget to manage legionella risk at least in accordance with legal requirements
- suitable and sufficient risk assessments are undertaken of all in-scope systems
- risk assessments are undertaken by suitably competent persons
- a bespoke legionella management plan is developed for each system by a suitably competent person. The legionella management plan will include:
 - an appropriate schematic detailing the water system and its key components
 - a written record of the system risk assessment. This will include consideration of any 'at risk' groups who might potentially be exposed to legionella bacteria
 - a written schedule for minimising the risk of legionella within each system. This will include a prioritised action plan and a mechanism for

- escalating remedial work where the risk assessment, or any subsequent monitoring regime, identifies a significant risk of legionella growth or transmission
 - a written schedule and procedures for inspection, maintenance and disinfection, where applicable, of each system
 - a written schedule for monitoring the effectiveness of control measures for each system
- Premises staff & Heads of Department are made aware of any control measures identified in the legionella management plan that they may be responsible for implementing (for example, the periodic flushing through of certain outlets)
- the legionella management plan is implemented and is subject to periodic audit (at least annually)
- submitting annual statements of reassurance to HCCMAC Health and Safety Committee to confirm that legionella risks are being appropriately controlled
- system risk assessments are reviewed at a maximum of two-year frequency
- appropriate actions are taken to remediate any matters arising from system inspections, testing and monitoring
- significant non-conformances are reported to the Duty-Holder as soon as is reasonably practicable
- people working on in-scope systems are competent to do so and comply with this policy and all other relevant water hygiene and safety legislation
- suitable and sufficient information, training, supervision and instruction is given to any person authorised to work on in-scope systems

Each Responsible Person (Legionella) may, subject to written agreements or contracts being in place, engage competent third parties (for example another Responsible Person (Legionella), external consultants or contractors) to carry out one or more of the tasks associated with managing legionella risk.

A Water Hygiene Management Group has been convened to oversee operational legionella matters. This group is chaired by Campus Infrastructure with representatives from Campus Services, Sports and the Science and Engineering and Design Technical Directorates. An external Appointed Water Engineer has been appointed to support the management of water hygiene risks in HCCMAC premises.

Premises staff & Heads of Department will:

- cooperate with the Duty-Holder and appointed Deputy / Responsible Person (Legionella) to enable them to meet their responsibilities under this policy
- ensure that any control measures they are responsible for implementing (for example, flushing through of certain local outlets) are carried out in accordance with the directions of the legionella management plan
- alert the Responsible Person (Legionella) to any redundant or little used hot and cold water outlets within their areas
- not permit alterations, additions or other works to be carried out by their staff or students or by contractors directly employed by their School or Department without first seeking written approval from the Deputy / Responsible Person (Legionella)

2. Faculty/department equipment

Deans, Heads of Department and Directors: Where a Faculty or School or Department or Directorate possesses and/or operates water systems or carries out works where there is a risk of legionella growth and/or transmission, then the relevant most senior manager will be deemed to be the Responsible Person (Legionella), under this policy, for that equipment. Where a Responsible Person (Legionella) role exists, then that person will be responsible for ensuring that:

- equipment and/or systems that pose a foreseeable risk of legionella growth and/or transmission are identified
- risk assessments are carried out for each such system or piece of equipment. The risk assessment should identify appropriate control measures to avoid, as far as is reasonably practicable, the growth and/or transmission of legionella bacteria or, where this is not reasonably practicable, to reduce the risk of legionella exposure to a tolerable level. Control measures should also consider any “at risk” groups who might be exposed
- a written scheme is prepared for each type of equipment or system, and is implemented
- suitable monitoring is undertaken (for example by including such checks in school inspections by premises staff) to ensure that the written scheme works and is being implemented correctly

Responsible Persons (Legionella) should appoint suitable deputies to assist them to meet their duties. Any such appointments should be made in writing.

Each Responsible Person (Legionella) may, subject to written agreement, engage competent third parties (for example another Responsible Person (Legionella), external consultants or contractors) to carry out one or more of the tasks associated with managing legionella risk. However, they cannot delegate the overall responsibility for ensuring that legionella risk is managed in those in-scope systems that they retain any budgetary control, whatsoever, over.

3. All systems

The HR Deputy Director: Safety and Employee Wellbeing will be responsible for providing advice and guidance to enable duty holders to fulfil their duties under this policy.

Monitoring

HCCMAC Health and Safety Committee will be responsible for:

- monitoring and reviewing this policy. Reviews will be carried out every two years from the date of approval
- receiving and reviewing annual statements of reassurance from Duty-Holders

Further information and resources

[Guidance for managing Legionella Risk in School, Faculty and Departmental Water Systems and Equipment](#)

[Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8 \(Fourth Edition\). Health and Safety Executive \(HSE\).](#)

[Technical Guidance HSG274 Parts 1, 2 and 3](#)

[Legionnaires' disease: A brief guide for duty-holders](#)

[HSE Resources: Guidance Documents, Videos and Useful Links](#)

Appendix 1 School Water Hygiene Management Schedule for xxxx school

Domestic Systems	Frequency	WCSS	Site	N/A
Check of System Operations	Daily	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flushing of little used outlets	Weekly	<input type="checkbox"/>	✓	<input type="checkbox"/>
Cold water temperature monitoring	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hot water temperature monitoring	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Calorifier flow and return temperatures	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Combination water heaters temperatures at outlets	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Showers dismantle, clean and descale all heads, inserts and hoses	Quarterly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spray Taps dismantle, clean and descale all heads, inserts and hoses	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
POU Water Heaters <15 litres temperature monitoring	Six Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Expansion vessels flush and purge to drain	Monthly Quarterly Six Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calorifiers / Water Heaters / Storage Vessels internal inspection by borescope	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calorifier purge to drain	Quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domestic Systems	Frequency	WCSS	Site	N/A
Combination water heaters integral cold-water storage tank inspection	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thermostatic Mix Valves, clean, descale and disinfect including any strainers	Annually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermostatic Mix Valves, temperatures	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold Water Storage Tank clean & chlorination	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold Water Storage temperatures and inspection	Six Monthly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold Water Storage Tank check thermal insulation	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other Systems	Frequency	WCSS	Site	N/A
Secondary biocide systems such as Chlorine Dioxide check operation and top up chemicals	Weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Biocide system such as Chlorine Dioxide sentinel levels at outlets	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
POU Filters replace filters as recommended by the manufacturer	Quarterly Six Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Multiple use Filter - Backwash and regenerate as specified by the manufacturer	Monthly Quarterly Six Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Softener – Service	Six Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Softener –Disinfection	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

