

# OUR LADY IMMACULATE

## CATHOLIC ACADEMIES TRUST

### Health and Safety Policy

Approved by:	Directors
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Policy Owned by:	Head of Operations

#### The Trust Statement of Intent

The Trust Board is the employer and is accountable for the duties of the employer as laid down in the Health and Safety at Work etc. Act 1974, and its subordinate legislation, and in the Management of Health and Safety at Work Regulations 1999. The Trust also recognises its responsibility under the Health and Safety at Work Act 1974 (HSW 1974) for the welfare of employees. The Trust also takes account of its responsibility for staff, pupils and visitors with disabilities.

The Trust recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the Trust, and for the pupils attending the schools and for volunteers, visitors and contractors who come onto the premises.

The Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other regulations, approved codes of practice, guidance, etc. made under this legislation. The Trust will ensure that appropriate policies are in place and kept up to date

to safeguard the health, safety and welfare of employees and pupils and the Health and Safety of all others using OLICAT premises.

The Trust will ensure that it has access to an appropriate level of Health and Safety experience and expertise, appointing external consultants (Competent Persons) as necessary, to advise on all related matters and to provide the Trust and its schools with up-to-date information in relation to its Health and Safety responsibilities. Any revision of this policy will be after appropriate consultation with stakeholders and our and procured Competent Person, which is currently HANDSAM Ltd.

The Trust will exercise overall responsibility for health, safety, security and will delegate the day-to-day management of health and safety and security to individual schools. The Trust will provide appropriate support to the schools. The responsibility for the implementation of the Health and Safety Policy and associated documentation and arrangements at individual school level is delegated to the school Headteacher.

The Trust recognises its legal responsibility for ensuring that sufficient and suitable risk assessments are carried out across all its sites, and that risks are eliminated or minimised by appropriate controls of risks as far as reasonably practicable.

The Trust's governance structure has a **Local Academy Committee (LAC)** in each school. The Trust will appoint governors and facilitate the necessary skills required within the governing body (including health and safety expertise).

Every employee of the Trust has a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. Employees, agency staff and volunteers must co-operate with the Trust in fulfilling its health and safety duties.

The Trust will take into account the legal requirement to provide appropriate information to employees and to consult employees on relevant health and safety and welfare issues. All staff have a right to raise Health and Safety issues of concern at any time.

The Trust will ensure that sufficient resources are allocated to ensure, as far as is reasonably practicable, that employees, pupils, volunteers, visitors and contractors are kept healthy and safe while on Trust sites and/or under Trust control. The Trust will also ensure that staff are suitably trained and are consulted on Health and Safety matters.

The Trust expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures. Furthermore, the Trust Board requires staff to have read and understood any policies on specific aspects that affect them, for example: classroom safety, fire safety, departmental safety, emergency evacuation, offsite visits, etc. Schools will maintain a record of training and where staff have been issued policies and procedures, to be reviewed by the Trust as required.

All staff will have access to a copy of this Policy and associated documents.

## **1. Aims**

The Directors of **Our Lady Immaculate Catholic Academies Trust (OLICAT)** (The Trust) are responsible for the health and safety of employees, pupils and visitors, and the welfare of staff, and for the safe management of Trust premises and for the services the Trust provides.

1.1 As the Responsible Person (RP) the Trust aims to:

- provide and maintain a safe and healthy environment in all its schools;
- establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- take account of employees, pupils and visitors with disabilities;
- ensure that robust procedures are in place in case of emergencies;
- ensure that suitable and sufficient risk assessments are made and controls put in place that eliminate or minimize the risks as far as is reasonably practicable;
- ensure that support from competent persons is available;
- provide a management support system to enable the schools to check and record the tasks necessary for safe working;
- ensure that the premises and equipment are maintained safely, and are regularly inspected;
- consult staff on health and safety issues as appropriate;
- provide appropriate advice and training;
- provide adequate funding for the discharge of its responsibilities; and
- ensure that there is a reporting and audit system that enable the Trust and the individual schools to be confident and comfortable with the implementation of the policies and procedures.

1.2 The Local Academy Committees (LAC) are responsible for ensuring that the Trust's health and safety policy and arrangements are complied with in the school and to implement procedures in the school that will secure that aim as far as is reasonably practicable.

The Trust Board of Directors has responsibility for ensuring that the Trust policy is reviewed regularly.

## **2. Management of Health and Safety**

2.1 The Trust will appoint a senior member of staff with Health and Safety responsibilities (known for the purposes of this policy as the Health and Safety Manager) to oversee the implementation of its policy and to provide support for the Headteachers and health and safety managers in the schools.

2.2 School Policies. Each individual school will be responsible for its own policies and procedures that it implements in accordance with this policy. The Trust requires its schools to have local policies covering the health and safety issues set out here in section 4, where appropriate. A school may add other policies and procedures that are relevant to it.

2.3 Risk Management. The Trust requires each school to ensure that sufficient and suitable risk assessments are carried out and arrangements to eliminate or control the risks that have been identified and assessed, according to the Trust's Risk Assessment Policy. Each school is responsible

for the implementation, monitoring and review of its risk management arrangements. (See Appendix 1)

2.4 School Health and Safety Manager. Each school will appoint a school health and safety manager, or delegate such responsibilities to a senior member of staff (or senior members of staff if appropriate). These persons will be responsible to the Headteacher of the school and will also report as required to the Trust Health and Safety Manager. They will be supported by the Trust Health and Safety Manager.

2.5 Health and Safety Committee. Each school will appoint a School Health and Safety Committee to act as a liaison forum between staff and the Headteacher and LAC on health and safety and welfare issues. Each school may determine the membership and conduct of the team's functions within the school in compliance with this Trust policy.

2.6 The Handsam Task Management system will be used in each school for checking and recording all the tasks required to fulfil the health and safety requirements. Each school will report progress as required by the Trust Health and Safety Manager. Appropriate training will be provided.

2.7 Health and Safety Audits. Regular audits of whole-school or specific areas by a Competent Person will be arranged by the school, or, if the Trust so requires, by the Trust Health and Safety Manager.

2.8 Status Review. Each school will conduct an annual Status Review under Trust arrangements (which may be delegated by the Trust to individual schools. The extent of the delegation will be set out in writing.).

2.9 The Trust will respect the individuality of each school but in disputed matters the decision of the Trust will prevail.

### **3. Roles and responsibilities**

3.1 The Board of Directors has ultimate responsibility for health and safety matter in the Trust, but delegates some aspects of this to Local Academy Committees and headteachers.

The Board of Directors has a duty to take reasonable steps to ensure that staff and pupils and visitors are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

3.2 The Trust as the employer, also has a duty to:

- assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- inform and consult employees about risks and the measures in place to manage them;
- ensure that adequate health and safety training is provided; and
- ensure that sufficient funding is made available to implement the health and safety arrangements.

### **3.4 Specific Responsibilities**

3.4.1 The Trust Board has the responsibility to:

- adopt, communicate and ensure compliance with the health and safety policy;
- ensure that suitable and sufficient risk assessments take place and appropriate controls of risks are implemented;
- ensure Local School Committees have an active role in ensuring that school policies and procedures are made, implemented, monitored and reviewed;
- ensure responsibilities on health, safety and welfare are communicated across the Trust and through LACs;
- ensure that the support of Competent Persons is used appropriately;
- ensure that staff consultation on health and safety issues takes place;
- monitor health and safety performance within the schools;
- provide adequate funding for the healthy and safe practices;
- ensure that appropriate training is provided; and
- direct schools to make improvements and carry out remedial actions as required.

3.4.2 The Trust's Strategic Executive Lead has the responsibility to:

- ensure the appointment of suitable Trust senior staff to manage general health and safety policies;
- receive and act on reports by the Trust manager;
- provide information to the Directors and to receive instructions from them;
- determine suitable action to be taken to ensure health and safety of employees, pupils and visitors and the welfare of employees; and
- ensure that health and safety audits and status reviews take place and are used to inform the Trust's health and safety arrangements.

3.4.3 The Trust Health and Safety Manager has the responsibility to:

- work under the direction of the Trust Chief Executive;
- oversee the work of Competent Persons appointed by the Trust;
- monitor the implementation of the Trust policy;
- monitor and review school compliance with Trust policy;
- review the operation of the Handsam Management system in the schools;
- oversee health and safety audits and annual Status Reviews;
- ensure that appropriate training takes place;
- supervises the funding arrangements for health and safety; and
- provide support and advice to the schools in the implementation of the Trust policy;
- support all schools in the creation, maintenance and review of each of the school hazards assessments;
- create, maintain and review central policy templates, risk assessments and other Health and Safety documents within an accessible central library for easy adoption;
- Create an archive of historic documents to track changes in documentation due to testing, review or legislative changes. These must be stored in a manner preventing changes through restricted access;
- report as required to the Trust Strategic Executive Lead.

### **3.5 Responsibilities at School Level**

3.5.1 The Local Academy Committee has the responsibility to:

- implement and review appropriate policies that comply with the Trust health and safety policy;

- nominate a Health & Safety governor to liaise as required (but at least termly) with the Headteacher or the Headteacher's representative, to ensure the school's compliance with the Trust policy, and to report to the LAC;
- ensure that appropriate health and safety managers are appointed;
- provide and monitor budgets with which the school will operate safe systems of work;
- receive and take account of reports by the headteacher on the implementation of the policy and procedures;
- receive and take account of reports of safety inspections, the annual Status Review, the working of the Management system (and to take part in these where appropriate);
- make appropriate recommendations; and
- make reports to the Trust.

#### 3.5.2 The Headteacher has the responsibility to:

- discharge the day-to-day duty of ensuring that the school's procedures provide a safe environment for staff, pupils and visitors;
- appoint an school Health and Safety Manager(s) and other competent persons as necessary to take charge of, or participate in, the school's health and safety procedures;
- ensure that policies and procedures are made, implemented, monitored and reviewed that implement the Trust's health and safety policy;
- inform and consult staff on health, safety and welfare issues;
- ensure that adequate funding is provided for health and safety;
- ensure the school's management system is properly used and the information taken into account regularly;
- ensure that appropriate training is undertaken and recorded and reported to the Trust as required;
- report to the LAC as required;
- liaise with the Trust as required or as necessary; and
- ensure that the school has emergencies and lockdown policies that are appropriately monitored and reviewed.

#### 3.5.3 The Designated Member of the Local Academy Committee has the responsibility to:

- liaise with the Headteacher between meetings of the LAC to ensure that the requirements of this policy are carried out;
- participate in the annual Status Review;
- participate in the working of the Health and Safety Team;
- inspect the accident/incidents records at least once a term; and
- report as appropriate to the LAC.

#### **3.5.4 The School Health and Safety Committee**

The School Health and Safety Team (or Committee) will consist of at least the following (plus additional members as the school sees fit):

- The Headteacher.
- A competent Health and Safety Duty Holder(s) (typically a senior member of administrative/estate staff/ or Health and Safety Manager)
- Designated Governor for Health and Safety.

- Two Staff representatives representing the teaching and support staff.

This Team will meet at least once per term. It will determine its own proceedings and request other members of staff and pupils to attend meetings for discussion and consultation around specific items and this policy.

The School Health and Safety Team/Committee has the responsibility to:

- advise the Headteacher and LAC on health and safety issues in the school;
- oversee any inspections or audits by the Competent Person or others;
- advise the Headteacher and LSC on improvements to the health and safety arrangements in the school;
- advise on the school's compliance with the Trust policy;
- review and take account of Accident, Incident and Ill-health records and statistics;
- Review the school hazard assessment. Advise on risk assessments and the management of risks in the school;
- make recommendations on Health and Safety training throughout the school;
- have regard to the efficacy of emergency procedures in the school;
- consider any changes that affect Health and Safety; and
- consider any other items raised by the Trust or school management or staff; and
- make reports as appropriate or as required to the Headteacher.

3.5.5 The School Health and Safety Manager (or Duty Holder) has the responsibility to:

- manage Health and Safety matters within the school;
- ensure that the school's Handsam Health and Safety management system is used efficiently;
- report regularly to the Headteacher as required;
- Undertake an annual school hazard assessment with the THSM. This will identify all hazards. Hazards of sufficient risk will result in a risk assessment.
- check that suitable and sufficient risk assessments are carried out and appropriate controls of risk are implemented;
- ensure that the school Safety Team/Committee operates efficiently and that arrangements for staff to be informed of health and safety issues and to be consulted on health and safety issues are managed efficiently;
- liaise as appropriate with the designated member of the Local Governing Body;
- conduct the annual Status Review;
- ensure that appropriate training is provided;
- manage the school's reporting of accidents and incidents system, taking account of the RIDDOR requirements;
- determine and manage the requirement for contractors and competent advisers, and ensure the safe conduct of work contracted out;
- advise on all Health and Safety matters, personally or via a Competent Person;.
- ensure that all necessary safety signs and notices are displayed, and are understood by staff, pupils and visitors;
- ensure that emergency procedures are made and reviewed and are known by staff and by pupils as appropriate; and
- review at least every two years through a school audit the terms and implementation of the policy and procedures.

### 3.5.6 The Site/Facilities Manager (or Duty Holder) has the responsibility to:

- implement the appropriate school policies and procedures;
- ensure the health, safety and security of everyone on the site as far as is reasonably practicable;
- maintain an appropriate cleaning schedule;
- participate in the school's Safety Committee;
- liaise with the nominated member of the LAC where required;
- ensure that site staff are competent to carry out their responsibilities;
- make regular checks of furniture and equipment to ensure that they do not present a risk;
- take appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers.
- ensure that site and cleaning staff are adequately supervised.
- ensure that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment; and
- liaise with contractors with a view to ensuring the safety of the contractors and everyone else on the site according to the school's policy;
- maintain the task register on the Handsam Task Management system as relevant to site management issues;
- ensure that the school's records of accidents and incidents is up to date; and
- report to the Headteacher (or representative) as required.

### 3.5.7 All Members of Staff (including agency staff and volunteers) have the responsibility to:

- take all reasonable steps to safeguard the Health and Safety of themselves, all other staff, pupils in their care and any other persons who may be affected by their actions;
- observe all Health and Safety procedures set out by the school and use all Health and Safety equipment provided;
- participate in the school's risk management arrangements;
- follow all relevant codes of safe working practice and local rules;
- alert the Headteacher and/or Health and Safety Duty Holder(s) as appropriate to any potential hazard e.g. unsafe working practices;
- report (through the school's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that pupils' behaviour is regulated in accordance with the school's Behaviour Policy.
- report any concerns they may have about the health, safety and welfare of any student in their charge in line with the Trust's Safeguarding Policy;
- ensure that all machinery and equipment is used safely;
- understand the requirements of the school's emergency and evacuation procedures;
- use the school's Health and Safety management system efficiently, as required by the school;
- liaise with the Health and Safety Duty Holder about contractors where relevant;
- request and participate in relevant training; and
- understand the school's health and safety policies and procedures and sign the relevant document as required by the Trust.

3.5.8 The various Duty Holders (e.g. Educational Visits Co-ordinator, First Aid Leader, Fire Safety Officer, etc.) These roles have their responsibilities set out in the relevant school policies.

### 3.5.9 Competent Persons:

The main Competent Person appointed by the Trust is Handsam Ltd. The CP will:

- provide and maintain suitable management systems;
- train staff on the effective use of the systems;
- provide the incident and issues reporting system. They will provide any guidance and support required from training to advice in relation to competing incidents or audit actions;
- provide information and guidance on compliance issues; and
- carry out biennial audits.

The Trust Health and Safety Manager will provide a first contact process as a competent person and will assist supporting SHSM in their general duties. The THSM will consult with Handsam on technical matters as appropriate in relation to queries if specialist support is required.

### 4. School Policies and Procedures:

Each school will make and implement, monitor and review appropriate local policies and procedures for the following health and safety categories, where relevant. In determining the actions the school will take account of the OLICAT Trust policy. The Trust Health and Safety Manager will provide templated policies/procedures for amendment and subsequent adoption, for schools. The schools can recommend additional others for the Trust wide templates process. Schools can create others which are relevant in its bespoke circumstances. Schools wishing to create bespoke documents should seek support from the Competent H&S appointed persons (THSM and Handsam).

- General policy on aims and management of health and safety in the school
- Risk Management
- Accident and Incident Reporting and RIDDOR
- Acoustics
- Air conditioning systems
- Animals in school
- Anti-bullying (Pupils)
- Asbestos
- Boilers
- Building work
- CCTV Monitoring
- Classroom, laboratory and workshop safety
- Compulsory notices
- Consulting staff
- Contractors
- Disability Accessibility (staff, pupils and visitors)
- Display Screens (IT lead)
- Drinking Water
- Electricity Portable appliance and fixed electrical testing
- Emergencies / continuity planning
- Energy Efficiency
- Extended Schools
- Extraction systems
- Fire safety

- First Aid
- Forest School
- Gas safety
- Gates
- Glazing
- Hand/arm vibration
- Hazardous Substances (COSHH)
- Health and Safety Committee/Team
- Learning Outside the Classroom and Educational Visits
- Legionella
- Letting and licences
- Lifts and hoists
- Lighting
- Litter and Waste
- Lockdown arrangements
- Lone workers
- Manual Handling
- Medical Accommodation
- Mobile Phones
- New and Expectant Mothers
- Noise
- Occupational Health (joint HR / H&S lead)
- Oil storage
- Outdoor Areas
- Permits to Work
- Personal Protective Equipment
- Photography Dark Room
- Playground Equipment
- Radiation
- Radon
- Safeguarding Children
- Safety Signs
- School Kitchen
- Security
- Slips and trips
- Staff Welfare
- Stress Management
- Sun Protection
- Swimming
- Swimming Pool
- Temperature
- Toilets and wash basins
- Tree safety
- Vehicle Circulation on site
- Vehicle Management
- Violence, Assault and Bullying of staff
- Working Environment
- Work Equipment
- Working at Height

Risk assessments which support any of these policies or are otherwise a multiple school risk will also be templated to assist schools in their Health and Safety responsibilities. Such assessments will be stored centrally with easy access for staff (on Teams).

Please refer any additional policies or risks for assessment direct to the THSM.

#### **5. Equal Opportunities:**

In making, reviewing and implementing this policy, equal opportunities have been considered. In particular, schools will ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils, contractors, volunteers and visitors to use the school's facilities and curriculum as far as is reasonably practicable. Accessibility Plans will be kept under review and implemented as appropriate.

#### **6. Monitoring:**

The Trust, through the Health and Safety Manager, will monitor the implementation of its policy via:

- (a) Liaison with all Trust sites;
- (b) The Handsam Management system;
- (c) Reports from the schools;
- (d) Health and Safety audits and inspections; and (e) Annual status reviews.

#### **7. Annual Status Review:**

7.1 The Trust requires each school to carry out a Status Review of health and safety at the end of each academic year, or as directed by the Trust. The Trust will determine annually the requirements for the review.

7.2 The Headteacher must ensure that the Status Review report is communicated to the LAC and the Trust.

7.3 In general the review will draw off the information on the management system and will comprise:

- A statement of the number of uncompleted tasks on 31st August (or any other date chosen by the Trust).
- A review of the overall fulfilment of risk assessments and other Health and Safety tasks as recorded on the management system.
- A review of the overall decrease/increase in risks and reported incidents from the previous year.
- A review of the overall decrease/increase in accidents/incidents.
- Any other findings from the bi-annual HANDSAM audit that have not already been reported as closed.
- Any Health and Safety findings from other external reports.
- Changes in the Health and Safety organisation, or structure.
- New processes and introduced for health, safety and security.
- A reference to external influences.
- Details of how staff were consulted during the year.
- Any proposals for improvements.
- Details of budgetary issues affecting Health & Safety.



## APPENDICES

### 1. Risk Management:

The law states that a risk assessment must be 'suitable and sufficient', i.e. it should show that:

- a proper check was made; and
- all those who might be affected are considered, whether they are workers or others such as members of the public.

Employers are required to eliminate the identified risks or, if elimination is not possible, to minimise them as far as reasonably practicable. To this end they must ensure that:

- all the obvious significant risks have been dealt with, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is as low as reasonably practicable; and
- workers or their representatives have been involved in the process.

OLICAT requires each school to ensure that suitable and sufficient risk assessments are carried out and arrangements to eliminate or control the risks that have been identified and assessed, according to the Trust's risk assessment policy and to attach the risk assessments to the relevant tasks in the Handsam system Tasklist module. Each school is responsible for the implementation, monitoring and review of its risk management arrangements.

Members of staff must be sufficiently competent to undertake appropriate risk assessments and can take advice from the Health and Safety Duty Holder(s).

Advice and support will be provided by the Trust and/or by the Competent Person, or locally by the school Health and Safety Manager/Duty Holder.

Each school has the responsibility to determine its own procedure for making risk assessments and implementing suitable controls of risk. The Headteacher is responsible for the local arrangement, but it is expected that the school Health and Safety Manager will have the day-to-day responsibility.

The law also requires it to record details of risk assessments, the measures taken to reduce these risks and expected outcomes. Schools need to record significant findings of the assessment by identifying:

- the hazards;
- how people might be harmed by them; and
- what they have in place to control risk.

Records of the assessment should be simple and focused on controls and attached to the relevant tasks in the Handsam system Tasklist module. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.

Schools will need to think about the risks that may arise in the course of the school day. This could include anything related to the school premises or delivery of its curriculum, whether on or off site. Factors included in risk assessments will vary between schools, although some will appear in most schools.

The Trust expects each OLICAT schools risk assessor (person completing the risk assessment), to think through the risks/hazards, the likely outcomes if no control measures are implemented, what control measures must be implemented, by whom and when, and what residual risk (if any) remains.

Risk Assessment templates are available on the Handsam portal in the document library or request a specific risk assessment from Handsam, our Competent Person.

The government advises that some activities, especially those happening away from the school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out.

The Headteacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Headteacher must ensure that the significant findings of the assessment are recorded. See DfE guidance [\*Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies.\*](#)

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment must be revisited immediately and any improvements needed will be made.

The Headteacher and/or Health and Safety Duty Holder(s) will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at school level and which by any other outside contractors. The Headteacher and/or Health and Safety Duty Holder(s) can seek advice from the Competent Person on appropriate delegation.