



Health & Safety Policy

For all schools within the Bosco Catholic Education Trust

This Policy has been approved and adopted by the Bosco Catholic Education Trust Board

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Contents

1. Bosco Catholic Education Trust Mission Statement	3
2. Statement of Intent.....	3
3. Introduction	4
4. Roles and Responsibilities.....	4
5. Health and Safety Arrangements.....	12
6. Monitoring and Review of this Policy	12
7. Health and Safety Management System.....	15
8. Appendix 1: Bosco Catholic Education Trust Organisation Chart	16

1. Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

2. Statement of Intent

The Trustees of the Bosco Catholic Education Trust (hereafter known as the Trust) take overall responsibility to provide and maintain safe and healthy conditions for all pupils, staff, visitors, contractors and any other parties that may be affected by our work activities.

As a Trust, we undertake so far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision needed to create and maintain a safe and healthy work environment.

The Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health & Safety at Work etc. Act 1974 and other statutory and common law duties. In addition to providing and maintaining a healthy and safe working environment for pupils, staff and members of the public, we have a specific responsibility to the disabled, vulnerable and the less advantaged. This includes supporting them and ensuring services are delivered in a safe and effective way.

The Trust accepts the duty to prevent injury and ill health to pupils, staff, visitors, contractors and temporary workers, as well as any member of the public who might be affected by Trust operations. Our policy is to promote a positive culture, embedding health and safety at Trust and school level, focusing on significant risk and ensuring we are supporting our schools to achieve environments where instances of occupational accidents and illness are minimised.

The Trust recognises that health and safety must be at the core of all we do and at every level, therefore, it is the duty of everyone within the Trust to take responsibility for health and safety. Training will be provided for individuals to carry out their duties safely and if any employee has concerns about performing a specific task during the course of their duties, then they must report this immediately to their line manager.

The Trust delegates to the Headteacher and School Business Manager the day-to-day management and delivery of safe working environments in accordance with all statutory legislation, including:

- Complying with the Health & Safety at Work etc. Act 1974 and subsequent or associated legislation.
- Developing and promoting a positive health and safety culture in line with the Trust Health & Safety Policy and procedures.
- The provision and maintenance of a safe working environment, with safe systems of work and equipment for work.
- Developing a critical incident/emergency plan, to be reviewed annually by the Headteacher and the School Business Manager or following an incident.
- Ensuring appropriate risk assessments are in place and that preventative/protective measures identified are implemented.

- Providing training and safety equipment as required by staff.
- Monitoring and recording of all key dates and taking action as required to ensure compliance activities are carried out in line with statutory legislation and best practice.
- Ensuring effective monitoring of accident records and occurrences and implementing necessary improvements to mitigate any future risks.
- Communicating with staff on matters of health and safety by means of the induction process, training and periodic meetings.

The Trust will strive to maintain or improve health and safety management through on-going monitoring and review processes.

3. Introduction

The Trust is committed to providing a safe learning and healthy working environment for all its pupils, employees, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work etc. Act 1974 and other associated legislation and guidance.

3.1 Purpose

This policy sets out the Trust's approach and commitment in the management of health and safety within the organisation. A separate Health and Safety Arrangements document is in place that sets out how specific areas of health and safety will be managed in accordance with statutory legislation and best practice.

3.2 Scope

The policy applies to all employees throughout the Trust. In adherence with this policy, employees must take reasonable care for their own health and safety, and that of others who may be at risk of being affected by their acts or omissions.

All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with this policy.

4. Roles and Responsibilities

In all cases these policy requirements reflect the legal duties placed on such persons by the statutory laws on health and safety.

4.1 The Trust Board

The Trust Board has a corporate responsibility for ensuring that the Trust fulfils all legal responsibilities in respect of health and safety. This specifically includes ensuring that:

- There is strong and active leadership from the Trustees.
- There is an up to date and effective policy and management system for health and safety across the Trust which is supplemented by health and safety arrangements as appropriate.
- Our employer responsibilities are met, through the appointment of a Competent Person to provide professional advice on health and safety matters.
- There is a procedure in place to consult with employees about the risks at work and current preventative and protective measures.
- There are arrangements in place to assess risks to pupils, employees, visitors and contractors who could be affected by their activities.
- All employees are given appropriate information, instruction and training to enable them to understand and fulfil their responsibilities with regard to health and safety.

- Funds are allocated appropriately to meet the requirements of this policy and associated arrangements document and relevant legislation.
- Notification and reporting procedures to the relevant statutory authorities are carried out.
- Health and safety reviews are undertaken on a periodic basis.
- All Trustees will be committed to setting a personal example on all matters of health and safety and promoting a positive health and safety culture across the Trust.

4.2 The Bosco Executive Leadership Team

The Executive Group, with the Chief Executive Officer having overall responsibility, is responsible to the Trustees for BCET's health and safety performance, and in particular is required to ensure:

- Decision making is in line with the Health and Safety Policy and associated Health and Safety Arrangements document, and any statutory provisions set out in UK legislation.
- They advise the Trust Board on adequate resources being made available.
- Health and safety performance is continually reviewed and monitored.
- Suitable action plans for improvement in health and safety management for the Trust are developed and implemented and are communicated to the Trust Board.
- A health and safety audit programme is implemented and progress on remedial actions is monitored and key findings are fed back to the Trust Board.

4.3 Health and Safety Link Trustee

The Health and Safety Trustee has a key role in promoting health and safety matters. They will do this by:

- Ensure that the Health and Safety policy is reviewed and revised periodically.
- Attend any relevant training for health and safety link governors and trustees.
- Liaise with the Trust's Estates Compliance Manager and any other members of the central staff who have a health and safety responsibility, in particular, where common elements of non-compliance have been identified in trust schools or where resources made available for health and safety matters are inadequate.
- Bring to the Trust Board's attention any major changes in health and safety legislation and/or requirements.
- Inform the Trust Board or its committees about significant health and safety concerns and their associated.
- Report any emergency issues will be reported by the Health and Safety Trustee to the CEO and the Chair of the Trust Board.
- Keep under review the pace of progress towards completing action plans in relation to health and safety risks identified by internal and external auditors and report to the Trust Board or its committees on any barriers to completing action plans.
- Assist in the hosting of annual meetings of the schools' Health and Safety Governors to discuss health and safety challenges and where necessary take concerns back to the Trust Board and/or to Local Governing Committees.

4.4 Local Governing Committees

Local Governing Committees will ensure that all decisions, including in areas delegated to them by them by the Trust Board, are in line with the BCET Health and Safety Policy and associated Health and Safety Arrangement document. Local Governing Committees will monitor that the school's leadership carry out their health and safety responsibilities effectively. They will do this by ensuring that:

- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform those tasks required of them.
- Procedures are followed to consider the hazards and risks within the school and suitable controls are implemented.
- Sufficient funds and resources are set aside with which to control and manage risk.
- Health and safety performance is measured during routine visits and meetings against the Trust Health and Safety Policy and associated Health and Safety Arrangements using checklists found in the Governors Handbook.
- All School Governors will be committed to setting a personal example on all matters of health and safety and promoting a positive health and safety culture within their school.

4.5 The Headteacher/Head of School

The Headteacher/Head of School has the overall responsibility for the day-to-day management of health and safety within their school. They may delegate functions and responsibilities in respect of health and safety matters to other employees within their school.

This includes:

- Implementing the Trust Health & Safety Policy and associated Health and Safety Arrangements, ensuring that they are adhered to.
- This policy is communicated to all relevant persons and is implemented effectively.
- Adequate resources are available to successfully manage health and safety within their school.
- Appropriate information on significant risks is given to pupils, visitors, and contractors.
- Procedures for consultation are implemented to ensure that staff, including their Trade Union Representatives have the opportunity for two-way communication on health and safety matters.
- Risk assessments (including safe systems of work where required) for the premises and working practices are undertaken.
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and training etc.
- A report to the Local Governing Committee on the health and safety performance of the school is completed annually.
- Ensuring adequate and appropriate first aid provision is always readily available within the school.
- Ensuring that effective contingency procedures are in place for emergency situations, for example, fire, loss of critical building services or security breach.
- Ensuring that all employees within their school receive the necessary health and safety information, instruction, training and supervision to undertake their role safely.
- Informing the Chief Executive Officer or designated Trust Central Team in addition to the Local Governing Committee of matters relating to serious breaches of policy including any major incident to be addressed under this policy.
- Ensuring that health and safety investigations (including accident investigations) are carried out where necessary and implementing actions required to eliminate/reduce future risks to health and safety.

- Ensuring that the advice of the Trust via the Estates Compliance Manager is acted upon.
- Ensuring appropriate and reasonable adjustments are made to provide for health and safety of employees who may have temporary or permanent impairment, meaning they require additional support or reasonable adjustments.
- Consider the health and safety implications of any equipment or services that are purchased.

4.6 Estates Compliance Manager (Competent Person)

The Trust-appointed Estates Compliance Manager who is suitably qualified and experienced to advise the Trust and individual schools on all matters in respect of health and safety.

This includes:

- Leading on the development and maintenance of Trust-wide Health and Safety Policy and keeping this under regular review.
- Leading on establishing procedures for conducting and implementing routine health and safety activities and updating them to ensure that they meet the requirements set out in the relevant health and safety legislation and regulations.
- Ensuring that procedures are in place to collate and store key health and safety data and that these procedures are implemented.
- Assist with and where appropriate, conduct investigations regarding the circumstances and causes of accidents and near misses as required.
- Ensuring that periodic checks are made on the adherence to the agreed procedures, to ensure that records are maintained.
- Advising the Trust on the implications of new or changing health and safety legislation and make recommendations accordingly.
- Contributing to the development, implementation and ongoing maintenance and monitoring of health and safety action plans providing regular updates to the Trust, Headteachers and School Business Managers.
- Contributing to the development of key performance indicators to support monitoring the effectiveness of the Health and Safety Policy across the Trust.
- Supporting Headteachers and School Business Managers to maintain safe systems of work; implementing best practice and providing specialist advice, coaching and practical support as required.
- Assisting Headteachers and School Business Managers in implementing health and safety systems and procedures to meet specific requirements, such as accident reporting, departmental risk assessments, COSHH etc.
- Completing statutory reporting and liaison to statutory bodies as required.
- Access professional support and guidance from other relevant organisations and external sources as necessary.
- Providing a termly health and safety paper to the Finance, Audit and Risk Committee.
- Providing termly accident statistics to the Headteacher and Finance, Audit and Risk Committee.

4.7 Deputy Headteacher

- Deputise for the Headteacher on matters of health and safety management when the Headteacher is not available.

- Apply the Health and Safety Policy to their own department or area of work that they are directly responsible to the Headteacher for the application of the Health and Safety Arrangements.

4.8 School Business Manager

- Apply the Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the Health and Safety Arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- Ensure that all staff who report to the School Business Manager are aware of the Health and Safety Policy and the associated Health and Safety Arrangement document that affects their work activities e.g. storage arrangements, materials, equipment, hazardous substances.
- Ensure contractors appointed by them are managed, in particular that they are provided with key health and safety information before appointment and again when attending the school, that they work safely when within the school and leave their work area in a safe condition.
- Resolve health, safety and welfare concerns that members of staff refer to them or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Ensure all accidents are reported and investigated appropriately.
- Report to the Headteacher any defects and hazards which cannot be easily remedied within the school building.
- Be responsible for implementing contractor management measures at their premises, including sharing key health and safety information.
- Ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to buildings structures, refurbishments and renovations or re-modelling schemes.
- Implement a systematic and timely model of servicing, inspection, maintaining and checking across the school premises and equipment under their control.
- Consider the health and safety implications of any equipment or services that are purchased.

4.9 Teaching/non-teaching staff holding posts/positions of special responsibility.

This includes Curriculum Co-ordinators, Heads of Year, Heads of Departments, Support Area Managers and Supervisors. They must:

- Apply the Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the Health and Safety Arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- Ensure contractors appointed by them are managed, in particular that they are provided with key health and safety information before appointment and again when attending the

school, that they work safely when within the school and leave their work area in a safe condition.

- Ensure that all staff under their management are familiar with the Health and Safety Policy and specific procedures for their area of work.
- Resolve health, safety and welfare concerns that members of staff refer to them or refer to the Headteacher or School Business Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Implement a systematic and timely model of servicing, inspection, maintaining and checking of the equipment under their control.
- Ensure that staff under their control use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance, correct operating procedures and training provided.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Ensure all accidents are reported and investigated appropriately.
- Consider the health and safety implications of any equipment or services that are purchased.

4.10 Special Obligations of Class Teachers

Class teachers are expected to:

- Set a good example by adopting good health and safety practices and procedures.
- Ensure that relevant risk assessments are performed, documented and reviewed, and any required action taken.
- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on additions or necessary improvements to plant, tools, equipment or machinery within the department.
- Integrate relevant aspects of health and safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements or other specialist groups e.g CLEAPSS for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department without delay.
- Ensure that they are up to date with all the relevant health and safety legislation and guidance, that covers their individual specialist area of work and that all legal good practice and guidance is followed.
- Use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance, correct operating procedures and training provided.

- Consider the health and safety implications of any equipment or services that are purchased.

4.11 Technicians responsibility.

- Set a good example by adopting good health and safety practices and procedures.
- Ensure that relevant risk assessments are performed, documented and reviewed for the activities that they undertake and ensure that any required action taken.
- To know the procedures in respect of fire, first aid and other emergencies, and to carry them out within their area.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on additions or necessary improvements to plant, tools, equipment or machinery within the department.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department without delay.
- Ensure that they are up to date with all the relevant health and safety legislation and guidance, that covers their individual specialist area of work and that all legal good practice and guidance is followed.
- Assist in the implementation of any servicing, inspection, maintaining, checking and auditing of equipment within their department.
- Use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance, correct operating procedures and training provided.
- Consider the health and safety implications of any equipment or services that are purchased.

4.12 School Health and Safety Representatives

The Local Governing Committee and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time wherever practicable.

The Trust will support the work of any appointed Trade Union Health and Safety Representative.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Local Governing Committee.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

4.13 Responsibilities of the Premises Manager/Premises staff

The Premises Manager/Premises staff are responsible and accountable to the Headteacher for all matters relating to health and safety within their spheres of duties.

The responsibilities of the Premises Manager/Premises staff are to:

- Report to the Headteacher or School Business Manager any defects and hazards which cannot be easily remedied within the resources available to them.
- Advise the School Business Manager whenever contractors are due to enter the premises to undertake maintenance, service or works contracts.
- Be responsible for assisting with contractor management at their premises, including health and safety matters concerned with other contractors. This will include periodic checking that the contractor is working in a safe manner.
- In conjunction with the School Business Manager, ensure that procedures associated with building work such as roofing, excavation and drainage, alterations to buildings structures, refurbishments and renovations or re-modelling schemes are followed and any shortfalls are notified to the School Business Manager.
- Assist in the implementation of a systematic and timely model of servicing, inspection, maintaining and checking across the premises and equipment under their control.
- Use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance, correct operating procedures and training provided.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Consider the health and safety implications of any equipment or services that are purchased.

4.14 Responsibilities of Visitors/Volunteers/Hirers

Regular visitors and other users of the premises will be required to observe the Trust's safety rules. The Site Manager/Caretaker or Reception staff will ensure that visitors are informed of necessary health and safety matters which may affect them during their visit.

Parents helping out within the Trust's schools will be made aware of the Health and Safety Arrangements applicable to them by the teacher to whom they are assigned.

Groups of people who hire the premises will be made aware of safety arrangements and their responsibilities through the lettings policy contained on/with their lettings application form.

4.15 Obligations of all Employees

The Health and Safety at Work etc. Act 1974 requires each employee to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions. The Trust expects employees to always act in a safe manner, reminding them that this is a place of learning and that unsafe acts seen by the children in our care set a poor example of the importance placed on health and safety.

- Take reasonable care the health and safety of themselves and of all other persons who may be affected by their acts and omission,
- Cooperate with management to enable management to carry out their responsibilities under the Act.
- Only use equipment/machinery that they have been trained to use and are competent to use, and to use it in a safe manner and in accordance with the manufacturer's instructions, guidance, correct operating procedures and any training provided.
- Make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons.
- Report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation.

- Take immediate action in situations where a person is considered to be in imminent danger.
- Immediately report any concerns or issues in the interests of health and safety to their line manager (e.g. equipment/premises defects; policy or procedure failures) in accordance with procedures.
- Not misuse anything that has been provided for health and safety purposes.
- Encourage pupils to follow safe practices and observe safety rules.
- Consider the health and safety implications of any equipment or services that are purchased.
- Further specific duties and responsibilities are set out within the associated Health and Safety Arrangements document.

4.16 Visitors and Contractors

The Trust recognises its responsibility for the actions and safety of visitors and contractors on its premises. Visitors must always be escorted and must not be placed at risk when visiting our schools.

All contractors are required to read, understand, and comply with the health and safety procedures (including emergency procedures) and with the Contractors' Code of Conduct at each school premise. All contractors and any of their sub-contractors agree the risk assessment and safe systems of work to be used prior to any works commencing on a school premise and will work to this whilst on the school site.

4.17 Pupils

All pupils in respect to their age and aptitude, are expected to follow safe practices:

- To follow safety instructions given by members of staff.
- To not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms.
- To inform a member of staff of any situation, which may affect their safety or that of another pupil.

5. Health and Safety Arrangements

A set of Health and Safety Arrangements sit alongside this policy to document the Trust procedures for managing specific aspects of health and safety within the schools.

6. Monitoring and Review of this Policy

The Trust shall be responsible for ensuring that there is a periodic review of this policy to ensure that it meets legal requirements and reflects best practice.

Procedures will be made to monitor and review the implementation of this policy and the associated Health and Safety Arrangements document to ensure that they are being applied correctly at each school. The results of these reviews, where appropriate will be reflected in this policy and the associated health and safety arrangements to ensure that the Trust health and safety management system continually improves.

Monitoring method	Frequency	Content	Who	Documented
Parago checks	Monthly	Monthly check of the Parago system for compliance checks and documentation.	Estates Compliance Manager	Email to Head/School Business Manager/Premises staff

Termly meeting	Termly	Termly visit completed with Head teachers, School Business Manager and Premises staff to confirm that implementation of the health and safety policy and associated arrangements. Discussions about emerging health and safety issues and any recent accidents/incidents.	Estates Compliance Manager	Email to Head/School Business Manager/Premises staff
Accident statistics	Termly	Termly report provided to the Headteacher and Trust reporting on accident data and trends	Estates Compliance Manager	Email report to Headteacher and inclusion of statistics within the Finance, Audit and Risk Committee report
Governor health and safety performance monitoring checklist	Termly	Periodic Local School Governor visits to review specific aspects of health and safety using the Governor health and safety checklist, pages 17-18 of the Governor Handbook	Local School Governor	Information shared in Local Governing Committee meetings
Finance Audit and Risk committee	Termly	Termly report to the Finance Audit and Risk committee.	Estates Compliance Manager	Report to the committee
Annual report to the Local Governing Committee by the Headteacher	Annual	Annual report to the Local Governing Committee on health and safety performance at the school.	Headteacher/Head of School	Report provided to the Local Governing Committee
Annual internal audit	Annual	Annual audit of schools to check compliance with the health and safety policy and arrangements.	Estates Compliance Manager	Audit report and action plan (where required)
Governor health and safety regular inspection of premises	Annual	Annual Local School Governor visits to review premises health and safety management using the Governor health and safety checklist, pages 19-22 of the Governor Handbook.	Local School Governor	Information shared in Local Governing Committee meetings

7. Health and Safety Management System



8. Appendix 1: Bosco Catholic Education Trust Organisation Chart

