



Christ The King Federation

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St Joseph's Catholic Primary School
Headteacher Miss T. North
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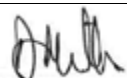


Health and Safety Policy

FEDERATION MISSION STATEMENT

Christ The King Federation is a community called by God to work collaboratively for the common good; providing an environment that nurtures and inspires pupils to realise their potential, as we journey together.

This federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

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1. Statement of Intent

The Governing Body is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained, in order that there is a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognises that health, safety and well-being is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision.

This policy reflects our commitment to ensuring that health and safety is paramount to the School and that effective management of health and safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the School.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility, as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Governing Body, Executive Headteacher, Heads of School, Managers, all employees and other key staff. It also outlines how health and safety is organised within the School and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements were approved by the Governing Body.
This policy will be reviewed annually.

2. Responsibilities

2.1 Health and Safety Governance

2.1.1 The Governing Body

The School's Governing Body has a statutory responsibility for health and safety. Governors' duties include:

- **Control:**
 - Producing a clear written policy statement, which demonstrates a commitment, to the health, safety and welfare of staff, pupils and all who use the premises.
 - Taking reasonable steps to ensure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
 - Ensuring that statutory requirements are taken into account when determining the allocation of resources.
 - Ensuring that the school's health and safety policy and performance is reviewed, at least annually and that appropriate arrangements comply with statutory requirements.
- **Competence and Capability:**
 - Having regard to their own competence and capability before offering advice or undertaking work which may affect the health and safety of school activities.
 - Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability, used by the school include health and safety competence and capability.
 - Ensuring that the Executive Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her welfare.
 - As appropriate, ensuring that health and safety is part of the performance management of the Executive Headteacher.
- **Planning and Implementation:**
 - Ensuring that anyone appointed to undertake construction and maintenance work on the school premises, is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
 - Ensuring that a property consultant is used to assist with the appointment of a competent CDM coordinator, before any notifiable construction work is carried out in accordance with the requirements of the Construction Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work.
- **Monitoring:**
 - Appointing at least one of its members as Health and Safety Governor.
 - implementing a governor approval process for school trips as per the LA's school trip guidance and procedures.
 - Requiring the Executive Headteacher to provide regular reports on health and safety performance to the governing body, including information on action taken in response to outcomes of in-house health and safety inspections, monitoring checks and incident investigations; external, professional inspections carried out by enforcing bodies (eg. HSE, Fire & Rescue Service, Environmental Health); any surveys carried out by the school which provide data relating to employee health, safety and wellbeing.
 - Ensuring that health and safety issues are included in meetings of the governing body.

In order to discharge their health and safety responsibilities, the governing body delegates the aspects of day to day management to the Executive Headteacher – see below.

2.1.2 Health and Safety (H&S) Governor

The main role of the H&S governor is to liaise with the H&S Coordinator and represent the governing body in promoting a positive health and safety culture. The H&S governor's dedicated focus on health and safety matters provides assurance to the governing body that their delegated responsibilities are being met. The H&S governor will work with the school's H&S co-ordinator to ensure that:

- The health and safety policy and the arrangements to implement and monitor it are effective.
- Appropriate health and safety procedures and practices are undertaken by the school and that these are reviewed regularly and updated as appropriate.
- Risk assessments are in place and reviewed regularly.
- Termly health and safety inspections are made of the premises by school staff.
- An annual on-line audit is carried out and an action plan generated.
- All staff with health and safety responsibilities are trained and competent to carry them out.
- An 'audit track' showing that delegated responsibilities have been completed for all health and safety tasks is maintained.
- Budget implications are considered regarding the implementation of the responsibilities identified above.
- The governing body is informed of health and safety issues.
- They remain informed by reading new materials and information relating to health and safety matters received into the school.
- They attend appropriate training to enable them more effectively to carry out their role.
- Any matter that they are unable to resolve is brought to the attention of the governing body.

2.2 Health and Safety Management

2.2.1 Executive Headteacher

- **Control:** ensuring there are appropriate arrangements in the school for implementing the School's Health, Safety and Wellbeing Policy and ensuring that the policy and arrangements are effectively communicated and implemented.

- **Co-operation:**
 - Ensuring systems are in place for consultation with all employees and that trade union appointed safety representatives can carry out their functions;
 - Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery;
 - Ensuring there are appropriate arrangements in place for co-operation and coordination with other users of the school site and that, where necessary, joint health and safety arrangements are recorded and agreed.
- **Communication:**
 - Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils;
 - Ensuring that health and safety standards accessed via the schools Infolink are made available to relevant employees.
- **Competence and Capability:** ensuring that all employees are competent and have the capability to carry out their role/function.
- **Planning and Implementation**
 - Ensuring the School's health and safety standards (available via the schools' Infolink) are implemented;
 - Ensuring there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by standards available on the schools' Infolink.
- **Monitoring and Review**
 - Ensuring systems are in place for monitoring and reviewing health and safety in the school;
 - Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out;
 - Regularly (at least annually) reporting school health and safety performance to the Governing Body.
- **Premises Management**
 - Ensuring there are arrangements in place for the management of the premises on a day to day basis;
 - Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.

2.2.2 Head of School

The Head of School has school-wide, responsibilities in addition to implementing the professional duties of a teacher and a manager. The Head of School works closely with the Executive

Headteacher, fulfilling delegated duties in order to ensure that the senior leadership of health and safety standards is of the highest quality.

2.2.3 All Employees and Volunteer Helpers

All employees are responsible for:

- **Control:** looking after their personal safety and the safety of others affected by their work.
- **Co-operation:** co-operating with the School, by following practices and carrying out their health & safety responsibilities as detailed in the School's policies, risk assessments and safety standards.
- **Communication:** reporting to their line manager any hazards they identify and any inadequacies in health & safety procedures.
- **Competence:** taking part in any health and safety training and development identified as necessary by the Executive Headteacher or their Line Manager.
- **Planning and implementation:**
 - Using work equipment provided correctly, in accordance with instructions or training.
 - Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented.
- **Monitoring:** reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.
- **Safety Education:** all employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.

2.2.4 School Business Manager

The School Business Manager also undertakes the role and duties of the H&S Co-ordinator and is responsible directly to the Executive Headteacher. The responsibilities include:

- **Control:**
 - Establishing arrangements for the effective co-ordination of health and safety throughout the School.
 - Supporting the Executive Headteacher and Subject Leaders in co-ordinating the development, review and revision of the School's health and safety policy, standards and risk assessments.
 - Ensuring that all plant and equipment, both mechanical and electrical, is inspected, tested and maintained in accordance with statutory requirements by suitably qualified contractors and that adequate records are kept.

- **Co-operation:** setting up arrangements for consulting with employees on health and safety (e.g. through team meetings).
- **Communication:**
 - Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers & pupils.
 - Ensuring procedures are in place to provide all new staff with a full health and safety induction and that appropriate records of induction are maintained.
 - Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
 - Ensuring that the Executive Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings.
- **Competence:**
 - Co-ordinating the identification of health and safety training and development needs to meet the requirements of the School's health and safety policies, standards and risk assessments.
 - Maintain personal health and safety competence through continued professional development.
 - Ensuring that records of health and safety training and development are maintained by the school.
- **Planning and Implementation:** supporting the establishment of adequate arrangements for: first aid; fire and emergency evacuation; reporting of health and safety incidents, hazards and concerns; other day-to-day health and safety procedures as needed.
- **Monitoring:** co-ordinating arrangements for monitoring of health and safety standards within the school.
- **Premises Management:**
 - Overseeing the management of premises related health and safety risks to employees and other premises users or visitors;
 - Co-ordinating and ensuring compliance with premises related standards and assessments.

2.2.5 All Managers and Supervisors

All employees with management and supervisory duties are responsible for the implementation of the Health and Safety Policy in their area of control. The direct responsibilities of managers for health and safety, is determined by the extent to

which they have authority to take action. That is, if they have the authority to make a general decision about some aspect of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

- **Control:**
 - Ensuring the Health and Safety Policy is implemented in their area of responsibility.
 - Ensuring managers under their control carry out their health and safety responsibilities.
- **Cooperation:** identifying opportunities to improve the health, safety and wellbeing within the school and promoting risk awareness and the development of safe behaviours.
- **Communication and Consultation:** ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.
- **Competence and Capability:** ensuring the health and safety competence and capability of employees under their control.
- **Planning and Implementation:**
 - Ensuring relevant health and safety standards are implemented in their area of control.
 - Ensuring, in their area of control, that risk assessments are carried out, that they are recorded and that the control measures are implemented.
 - Undertaking risk assessments relating to hazards to which directly managed staff are exposed, including stress risk assessments.
- **Monitoring and Review:**
 - Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.
 - Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Head of School, Executive Headteacher or Governing Body.

2.2.6 Caretaker

The Caretaker reports directly to the Business Manager and is crucial to the efficient running of the school by providing a safe environment within which to work and learn. The duties of the Caretaker are broad and premises focused, having responsibility for the upkeep of the building, its grounds, plant, utilities, safety and security systems, equipment, machinery, waste and substances.

- **Control:**
 - Ensuring the safety systems are in good working order; boundaries well maintained, with entrances and emergency exits clearly signed.
 - Ensuring traffic on site is managed safely.

- Ensuring defects to the premises and site are dealt with in consultation with the Business Manager and that interim measures are taken to make an area safe where the defect cannot be corrected immediately.
- Responding effectively and in good time to health and safety issues brought to their attention by other members of staff.
- Managing asbestos on site in an appropriate and safe way.
- Drawing the attention of any on-site contractors, service engineers etc. to the asbestos survey and any relevant records; ensuring they have signed the "Contractor Pre-Start Declaration Form".
- Ensuring that any items received from suppliers eg. machinery, equipment, substances are accompanied by adequate information, safety data and instructions prior to use and that this is kept on file for reference, eg. manuals and manufacturer's instructions.
- Ensuring that any school events are managed within the fire safety requirements and risk assessments eg. maximum numbers of people who may be seated safely in the school hall.
- Ensuring the cleaning staff are aware of any implications of the health and safety policy as it affects their work activities eg. storage arrangements for materials, equipment, use of substances and the clear labelling of any decanted liquids, use of PPE, safe systems of work.
- **Cooperation:** cooperating with the School by following practices and carrying out their health and safety responsibilities as detailed in the School's risk assessments and safety standards.
- **Communication:** reporting to the Business Manager any hazards they identify and any inadequacies in health, safety and security procedures.
- **Competence and Capability:** taking part in any health and safety training and development identified as necessary by the Business Manager or Executive Headteacher.
- **Planning and implementation:**
 - using work equipment provided correctly, in accordance with instructions or training.
 - ensuring risks have been assessed and that control measures are implemented, especially when working at height or lone working.
- **Monitoring and Review:**
 - Undertaking all plant and systems checks as required by law (eg legionella), or reasonably requested by the Business Manager or Executive Headteacher (eg. fire alarm; PAT tests etc.).
 - Maintain written, dated logs of all checks made.

2.2.7 All Teachers (including supply teachers, students in training and class support staff)

Teachers are responsible for the health and safety of pupils and students while in their care, as are student teachers, supply teachers and class-based support staff. A teacher is responsible for ensuring that they:

- Give clear health and safety instructions and warnings to pupils as often as necessary. (nb. notices, posters and handouts are not enough.)
- Integrate all relevant aspects of health and safety into the teaching process. For areas of the curriculum that carry inherent risks, such as Science, Design and Technology, Physical Education and Art and Design, ensure that health and safety instructions and methods of work are written into schemes of work and lesson plans, which are integral to the risk assessment process. If necessary give special lessons on health and safety.
- It is the responsibility of the teacher in charge of a lesson, to check whether a relevant risk assessment already exists in the school and to follow the control measures identified.
- Where a risk assessment does not exist but may be appropriate, the teacher should in the first instance consult the subject leader or a member of the senior leadership team.

2.2.8 Office Staff

Office staff, as front of house staff, represent the outward face of the school and are the first port of call for all visitors and the passing of information, much of it health and safety related. As such they play a crucial role in ensuring that anyone arriving at the school does not pose a health and safety or security risk and that information is communicated to members of staff to allow them to perform their job safely.

Office staff are responsible for ensuring that:

- The legitimacy of visitors is checked before allowing them onto the premises and that they have been signed in and are supervised by an appropriate member of staff.
- The school's health and safety information is communicated to visitors and understood.
- Personal information relating to medical conditions is kept securely in line with the General Data Protection Regulations.
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- The medical information of pupils is securely communicated, on a need to know basis, to appropriate members of staff so that they are aware of the correct action to take in an emergency.
- The fire brigade is called following confirmation from the Fire Marshall on emergency evacuation of the premises.

2.3 Staff with Specific Areas of Responsibility

2.3.1 Educational Visits Co-ordinator (EVC)

The School undertakes educational visits and has appointed a senior manager as an Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others;
- the authority to agree, or not to agree, to visits.

Where the School has any part in organising events, trips or activities beyond the school gate, it recognises that it has a responsibility. The School's pastoral responsibilities cannot be delegated to other external providers.

The School has developed a policy on visits beyond the school gate, which includes:

- emergency, accident and critical incidents planning;
- supervision and staffing, including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy;
- the visits system, including the school's approach to planning, informing, signing off and supporting visits.

The EVC responsibilities are:

- **Control:**
 - Developing and implementing a school procedure for the training, support, planning, monitoring and approval of school visits.
 - Supporting the Executive Headteacher and governors as required with information, visits approved and other decisions.
- **Competence and Capability:**
 - Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding, as well as identifying and organising specific training such as first aid. This must involve training on the school visits policy and must be updated as necessary.
 - Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the

person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
 - Ensuring that Criminal Records Bureau disclosures and safeguarding measures are in place as necessary in line with SET (this must include having a specific policy on volunteers).

- Ensuring their personal competence is maintained through regular refresher training.
- Ensuring thorough understanding of the roles and responsibilities of the Governors, Executive Headteachers, visit leaders, employees and volunteers in relation to educational visits and the school's educational visits policy.
- Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understanding when visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.
- **Planning and Implementation:**
 - Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent, on a fully informed basis.
 - Ensuring visits are planned with reference to the School's inclusion practice and any SEN professionals.
 - Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each school visit.
 - Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.
- **Monitoring and Review:**
 - Monitoring all aspects of the planning of visits to ensure they meet the School's requirements.
 - Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
 - Submitting electronically, within the timeframes set out by ECC, residential, overseas and adventurous visits to the County Educational Visits Adviser for agreement, providing sufficient information on the risk management of the visit.
 - Understanding when it is necessary to seek clearance for some visits from the Governing Body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
 - Keeping records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents.
 - Reviewing systems and, on occasion, monitoring practice.
- **Access to Further Advice on Educational Visits:**
 - The School has access to specialist advice on Educational Visits from the ECC Education Visits Team. This includes access to advice via phone and e-mails, access to the Educational Visits Website and access to the online risk assessment forms.
 - Contact details are contained in Appendix 2.

See also: Educational Visits Policy.

2.3.2 First Aiders

First aiders have specific responsibility for:

- Administering first aid to the level of their competence in response to incidents and medical situations as they arise.
- Satisfactorily resolving first aid and medical issues, if within their capability, or maintaining the condition of casualties until further assistance arrives.
- Knowing how to call for assistance.
- Providing first aid, as required, during activities taking place off-site eg. school trips and sports fixtures, and ensuring fully stocked first aid kits are taken.
- Completing an incident report using the LA's and School's reporting systems.
- Maintaining the condition and contents of a designated first aid kit and informing the school office staff of anything that needs to be replenished.
- Taking their designated first aid kit with them, if safe to do so, in the event of a fire/emergency evacuation.
- Ensure that their personal competence is maintained at a high level by attending refresher training as required.

See also: First Aid Policy

2.3.3 Fire Wardens

Fire wardens are designated persons who are allocated certain duties to help support the management of fire safety with the school. The main function of the fire wardens is to ensure, as far as reasonably practical, that everybody has left the building by carrying out a systematic search of the premises immediately following the fire alarm activation. Fire wardens will also report back any findings to the Lead Fire Marshall, who is responsible for checking the fire panel and going directly to the location of the alarm signal to check if the fire is genuine. The Fire Marshall will then co-ordinate with the other fire wardens to collate information for the emergency services. All fire wardens have undergone specific training to ensure they perform their role effectively and without risk.

See also the Fire Safety Policy and procedures

3 Competent Health and Safety Advice

The School has appointed Essex County Council Risk Management Consultancy Services (RMCS) Health & Safety as their competent health and safety adviser. The service offered by RMCS Health & Safety includes:

- Access to standards, generic risk assessments and guidance through the Health & Safety pages of the Schools' Infolink. These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers.

- Access to a telephone support desk for queries.
- Further support based on the level of service purchased by the School.

4 Health Protection

The Essex Health Protection Agency www.hpa.org.uk/essex gives advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in Schools or contact the school nurse at your local NHS clinic.

HPA Contact Details: Tel: 0300 303 8537 or e-mail EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@nhs.net

5 Arrangements for Health and Safety

A range of health, safety and well-being policies, procedures and risk assessments are implemented locally, in the School and a list of related, key documents is shown in Appendix 4.

6 Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School considers health and safety competence requirements as an integral part of:

- Recruitment and selection
 - Employees changing role
 - Induction
 - Temporary employees, agency workers and volunteers
 - Performance management
-
- Procedures when employees fail to perform on health and safety.

Performance Management

The School follows a nationally set performance management review system that is focused on improving teacher practice, pupil achievement and service delivery. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Executive Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need

development, health and safety is included as a specific objective under Leadership. Reference should be made to Executive Headteacher, manager, employee and specific responsibilities in this policy document.

Training (legal requirement)

There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role). The School ensures that employees are given access to training and development appropriate to their role

and risks to which they are exposed. The School keeps a record of Health & Safety training undertaken by employees.

7 Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about health and safety arrangements within the Schools;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm;
- how they can contribute to a safe school, by raising health and safety concerns.

The School ensures that health and safety information is communicated through the following ways: staff memos, message book, hazard book and staff meetings.

8 Health and Safety Consultation

The School involves employees in health & safety decisions that affect them and in the risk assessment process.

Consultation within each school takes place through the following methods:

- All employees should raise H&S concerns directly with their line manager.
- H&S issues will, if relevant, form part of Performance Review discussions.
- H&S is regularly on the agenda at team meetings. Issues may be dealt with locally or referred to the H&S Co-ordinator or a member of the Senior Leadership Team.

Where a school has a union appointed safety representative, they can assist any employee with a H&S concern (not just union members). Details of union representatives may be found on the H&S arrangements notice displayed in the staffrooms.

9 Health and Safety Standards

This policy is based on the health and safety standards which, together with generic risk assessments and guidance, may be found on the Schools Infolink. It is important that managers and employees follow these standards as they are the way the Federation ensures it is meeting its legal obligations for health and safety in each school. Your contract of employment (Conditions of Service) requires that you co-operate with the School by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the School, or individuals within the School, to the risk of prosecution.

The School has arranged for employees to be able to access these standards: user name and password available from the School Office.

10 Health and Safety Risk Assessments

Risk assessment is a legal requirement. Whilst using generic risk assessments may provide a starting point, it is the responsibility of the Executive Headteacher and all managers to adapt these to take account of local circumstances and to create others for activities with significant risk, but where a generic assessment does not exist.

For all managers this includes:

- Ensuring risk controls are implemented in their area of responsibility.
- Ensuring specific risk assessments are undertaken (eg. VDU, manual handling, curriculum activities) in their area of responsibility.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (including stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

11 Health and Safety Monitoring

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment:

- Internal Monitoring: The School ensures that the LA online health and safety electronic audit is completed annually. Automatic action plans are generated and reported to the Governing Body.
- Health and Safety Incident Investigation: The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the School's Senior Management. A summary report is also presented to the Governing Body at least termly. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Body.
- Other Monitoring: There are systems in place within the school which ensure that the following monitoring is also carried out:
 - Termly inspections of the premises (all curriculum / work areas and general spaces).
 - Monitoring of contractor operations under the School's control.
 - Routine checks on equipment; electrical, gas, mechanical and other services.
 - A hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.

12 Health and Safety Performance Reporting and Review

The Governing Body and Executive Headteacher review the health and safety performance of the School at least annually. This takes the form of a report produced by the Executive Headteacher, which is presented to the Governing Body for review, comment and action and includes information and statistics on:

- School health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (eg. Fire and Rescue Service; Environmental Health).
- Any surveys carried out by the school, which provide data relating to employee health, safety and wellbeing.

13 Consequences of Non-Compliance with the Schools' Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process.
- Through performance reviews.

- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct. The Schools HR policies give full details on disciplinary and misconduct procedures.

14 Review and Revision

The Governing Body will ensure that this Health and Safety Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Signed (Chair of Governors):	Name: David Mills	Date: 30 th March 2023
Signed (Executive Head):	Name: S. Ginzler-Maher	Date: 30 th March 2023
Next Review: February 2024		

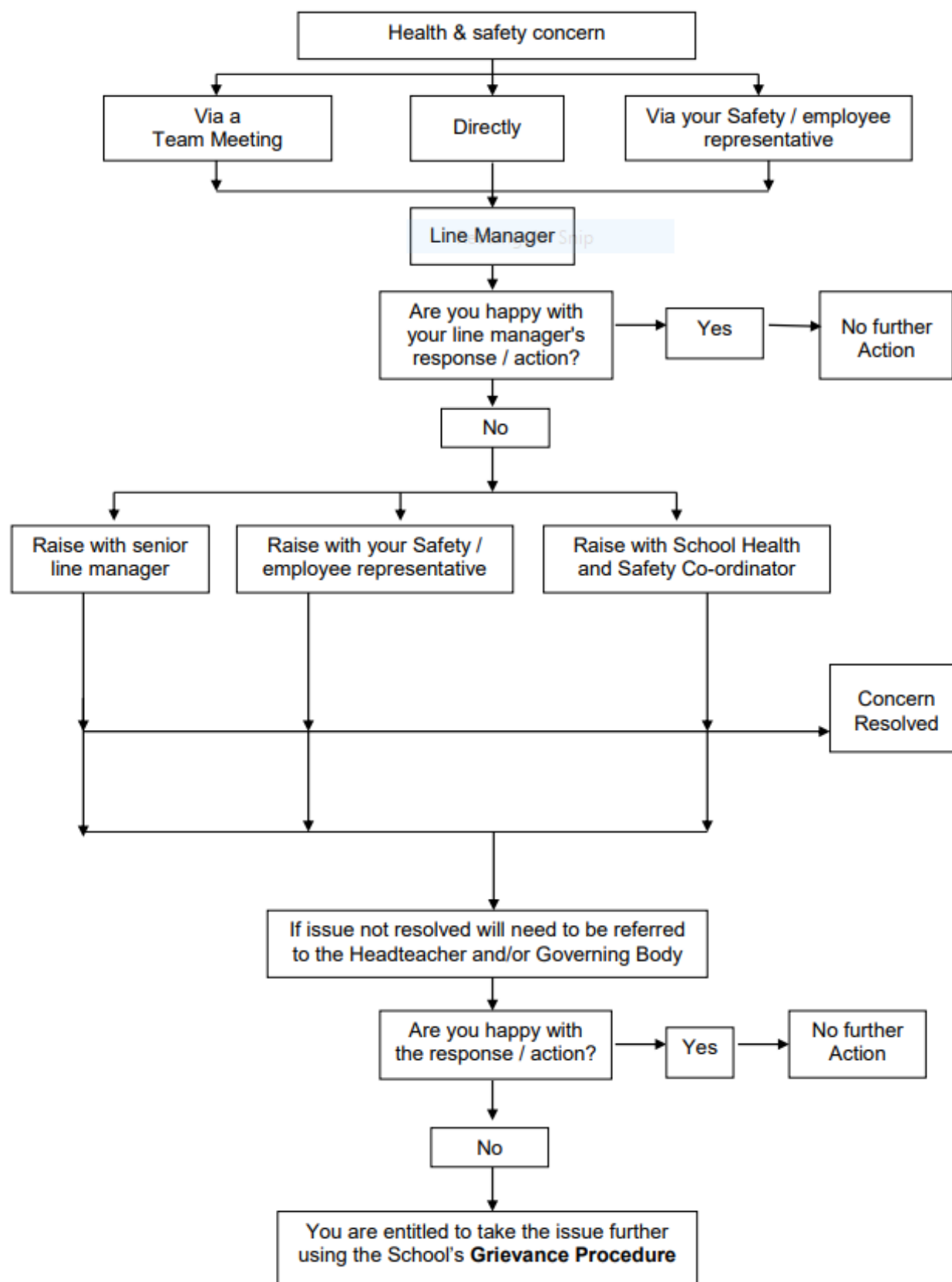
Appendix 1: Health and Safety Local Arrangements Notice

Where to find:	Location:
Schools:	Christ The King Federation: St Francis Catholic and St Joseph's Catholic Primary Schools
Executive Headteacher:	Mrs Sarah Ginzler-Maher
School Health and Safety Coordinator:	Miss Victoria Townsend - St Francis Mrs Catherine Ppear - St Joseph's Mrs Elizabeth Chapman - Christ The King Federation
Educational visits co-ordinator (EVC):	Heads of School / School Business Manager
Report health and safety incidents to:	Heads of School / School Business Manager
Report hazards to:	Mr Malcolm Jones - Caretaker at St Joseph's Mr Graham Chandler - Caretaker at St. Francis (until 31 st March 2023)
Person(s) responsible for undertaking H&S inspections:	School Business Manager - Health and Safety Coordinator Ms Maureen Ponton - Health and Safety Governor Caretaker
Person responsible for co-ordinating fire evacuation arrangements:	School Business Manager
Fire marshals:	Heads of School and School Business Manager
Fire assembly point(s):	School Playground
	Day and time of weekly fire alarm tests: Wednesdays 07.00 A.M -St Francis Thursdays 06.45 A.M - St Joseph's
First aiders / appointed persons:	Mrs J Dickinson / Mrs E. Collins / Mrs C. Ellershaw / Mrs L. Smith: Paediatric First Aiders - St Joseph's Mrs A. Huish / Mrs L. Smith: First Aiders - St Joseph's Mrs M. Smith, Mrs A. Leach - Paediatric First Aiders - St Francis Mr B., Mrs J. Rofik: First Aiders - St Francis
Incident / Accident report forms	School Office
Health and Safety Standards and Information relevant to school / curriculum area	Staff Room

Appendix 2: Getting help for health and safety

ECC Contacts	Name(s)	Contact no. / email
Risk Management Consultancy Service	Health & Safety Support Desk	Tel: 0333 013 9818 hs@essex.gov.uk
Health and Safety Champion for schools	Clare Kershaw	Tel: 0333 013 6580 Clare.kershaw@essex.gov.uk
Asbestos / legionella / contractor management advice (this will be schools property consultant or other competent contractor)	Please refer to the Health and Safety Executive website, alternatively contact the Essex County Council Infrastructure and Delivery team for specific matters.	Tel: 0333 013 3402
School Meals		E-mail to: school.meals@essex.gov.uk
Educational Visits Adviser	Jake Wild	Email to: support@evolveadvice.co.uk
ECC Safety / Employee representatives (These representatives sit on the ECC Schools Health & Safety Committee)	Paul Bundy (NUT) Simon Smith (Voice) Jeff Fair (ATL) Ingrid Leatherdale (NASUWT)	pb006c4108@blueyonder.co.uk simons@sweynepark.com jfair@essex.atl.org.uk ileatherdale@email.com
Other contacts	Name(s)	Contact no. / e-mail
School's Property Consultant	Barker Associates Michael Merrill - Partner	LLP, Majesty House, Avenue West, Skyline 120, Braintree, Essex CM77 7AA Tel: 01279 647111
School's food safety advisor	Essex Meals Support	e-mail school.meals@essex.gov.uk
Occupational health advice	ECC Occupational Health Service	0333 013 9804
Occupational Stress	Education Support Partnership Programme. Schools can access the programme through www.educationsupportpartnership.org.uk	0845 873 5680
School nurse	Virgin Care Maldon Locality Team	Virgin Care Single Point of Access Number: 0300 247 0014
Essex Health Protection Agency	Essex Health Protection Agency	Infection control advice): 0300 303 8537 EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@nhs.net

Appendix 3: How to raise a health and safety concern



Appendix 4: Associated Policies and Procedures

	Location of Policy or Procedure	Location of risk assessment
Safeguarding	School Office and School Website	School Office
First Aid	School Office and School Website	School Office
Medicines	School Office and School Website	School Office
Covid H&S	School Office and School Website	School Office
Fire Safety	School Office and School Website	School Office
Emergency Evacuation	School Office and School Website	School Office
Behaviour for Learning	School Office and School Website	School Office
Educational Visits	School Office and School Website	School Office
Mental Health & Well-Being	School Office and School Website	School Office
Stress	School Office and School Website	School Office
Violence Towards Staff	School Office and School Website	School Office
Equality	School Office and School Website	School Office
Lone Working	School Office and School Website	School Office
Working at Height	School Office and School Website	School Office
COSHH	School Office and School Website	School Office
Asbestos	School Office and School Website	School Office
Security	School Office and School Website	School Office
Manual Handling	School Office and School Website	School Office
Display Screen Equipment	School Office and School Website	School Office