



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith

**Our Lady and All Saints Catholic Multi Academy Company
Health and Safety Policy**

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PART ONE - HEALTH & SAFETY POLICY STATEMENT & ORGANISATION

Our Lady and All Saints Catholic Multi Academy Company ("the MAC") recognises and accepts our legal and moral duties to provide for the health, safety and wellbeing of our employees, pupils and any other person who may be affected by our activities both at each school and during off-site visits.

As the employer, the MAC Board of Directors retains overall responsibility for ensuring that suitable health and safety management systems are in place and for establishing suitable systems within each of our schools at a strategic level.

The Board of Directors appoints the following 'Competent Persons' to provide support, advice and guidance to the schools on health, safety and welfare issues for both health and safety in school and for educational visits approval and notification:

- **Birmingham City Council**
- **Solihull Metropolitan Borough Council**
- **Warwickshire Education Services**

Each school within their respective Local Authority will access their expertise and guidance as required in the first instance post-conversion.

Overall, MAC health and safety performance contributes to each school's overall performance by helping to reduce injury, ill health, losses, and liability, and we view our health and safety responsibilities as equally important to everything else we do. We are committed to continuous improvement in our health and safety performance and will ensure that sufficient resources are made available to achieve this.

We will ensure, so far as is reasonably practicable, that we provide safe premises and working environments, safe equipment and substances, safe activities, and systems of work. We will provide suitable information, instruction, training, and supervision to ensure we achieve and maintain excellent levels of health and safety. Legal compliance in all areas is deemed to be the minimum standard to be attained. We will establish suitable arrangements to deal with emergencies and school security.

Suitable and sufficient risk assessments will be used as a tool throughout our activities to ensure that our health and safety arrangements are adequate.

Everybody is expected to play their part and we recognise that, for health and safety management to be successful, all parties must be actively involved. People are our key resource, not only our employees, but also the governing bodies of each of our schools, parents/carers, pupils, volunteers, contractors, and any partner organisations we work with.

To help ensure the active involvement of all parties, effective communication and consultation arrangements will be established through regular directors, governor and staff meetings, communication with school unions, and through other arrangements including induction, health and safety noticeboards, and contractor control procedures. We will employ other methods to communicate our policy and arrangements as we deem appropriate.

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with each school Headteacher.

Each school is represented by a trained Health and Safety Co-ordinator nominated by the Headteacher and empowered to act on their behalf. The Headteacher will ensure that the Board of Directors, Governing Body and 'Competent Person' are kept informed of accidents and any other relevant health and safety issues, and that competent health and safety advice is sought where required. The Headteacher will appoint others to specific roles and will delegate tasks which help to support the school's health and safety arrangements.

The MAC organisation chart is outlined in Part 2 of this Policy which includes details of persons undertaking specific health and safety roles.

Each school will prepare a Health and Safety Action Plan for monitoring improvement, which will be used as a working document, kept under regular review, and will prepare further written documentation to support this policy which will describe the specific arrangements made for health and safety. These specific arrangements can be made available on request. Wherever possible we will benchmark our performance against available data and seek to achieve continual improvement in performance. Health and safety performance will be documented as part of each school's Annual Health & Safety Management Review.

Local Governing Bodies will establish suitable forums and procedures for discussing and sharing relevant health and safety information with staff and others, and for implementing the health and safety procedures applicable to each school. The MAC recommends that this includes enhanced communication between the school and their Pupil Voice/Student Council body.

Staff throughout each school have responsibility not only for their own health and safety but also for that of any pupils or others under their control. All employees are expected to co-operate and to contribute towards meeting excellent health and safety performance in all school activities.

Whilst adopting excellent health and safety standards is viewed positively and contributes to the overall performance of each school, failure to adopt adequate procedures will be taken very seriously by the MAC. Where required appropriate disciplinary procedures will be implemented.

To ensure we are achieving adequate health and safety standards arrangements will be put into place to monitor and review the performance of each of our schools. These will include regular audits conducted, periodic monitoring of our health and safety arrangements by each local governing body and nominated staff, regular inspection of our equipment and premises,

and the monitoring of accident and work-related ill health data. Levels of work-related accidents and ill health are deemed to be an indicator of management control and not necessarily the fault of individuals.

Wherever possible we will benchmark school performance against available data. Health and safety performance will be provided in an Annual Health and Safety Report, prepared by the Headteacher, or nominated person, to the local governing body with interim updates provided where deemed appropriate to the Board of Directors.

This statement of policy on health and safety at work is made in accordance with section 2(3) of the Health and Safety at Work Etc. Act 1974 and represents a summary of the MAC and each of our school's organisation and arrangements. This statement and the school's documented arrangements will be made freely available to all staff and other interested parties on request.

This policy statement and relevant arrangements will be reviewed at least annually to ensure they remain effective and up to date.



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PART TWO: HEALTH AND SAFETY ORGANISATION CHART

