

Health & Safety Policy

For all schools within the Bosco Catholic Education Trust

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Providing training and safety equipment as required by staff
Monitoring and recording of all key dates and taking action as required to ensure

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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 Estates 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

49 Leading/nonteaching staff holding posts/positions of special responsibility.

This includes Curriculum Coordinators, Heads of Year; Heads of Departments, Support Area Managers and Supervisors. They must:

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 special

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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 stays as a responsible business

Monitoring method	Frequency	Content	Who	Documented
Parag compliance levels	Monthly	Monthly check of the Parag system for compliance of		

7 Health and Safety Management System

8 Appendix: Bosco Catholic Education Trust Organisation Chart

