



Archdiocese of
Birmingham



St Thomas More

Catholic Academy

Health & Safety Policy

Date of Policy:	September 2016
Member of Staff Responsible:	Mrs J Doig
SLT: Headteacher:	Mrs J Doig Mr M Rayner
Chair of the Academy Representatives: Nominated Academy Representative:	Mrs C Knight
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All Saints Catholic Collegiate

In accordance with our Mission statement, at St Thomas More we strive to secure a shared vision for all associated with our school community. Fundamentally, we aspire to maintain a safe, happy and caring environment where *'excellent relationships between pupils, staff parents/ carers, support a caring community.'*

St Thomas More Catholic Academy Mission Statement

Christ is at the heart of our community, where everyone is known and loved.

In fulfilling our mission we will:

become a genuine school of prayer; live as a community of love, peace and reconciliation; value everyone's dignity as a true child of God and promote the growth and achievement of the whole person.

All Saints Catholic Collegiate Mission Statement

Our Academy ensures that Christ is at the centre of all that we do and that every member of our community is known, loved and respected.

Through the Gospel Values of love, reconciliation, justice and peace we recognise everyone as a Child of God.

We work together so that our pupils are supported to serve others and achieve their full potential in a caring, safe and secure environment.

United in Faith, Love and Learning

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Health and Safety Policy Statement

In order to successfully implement the policy day to day management responsibilities for health and safety are delegated to the Headteacher who in turn may assign specific tasks to other individuals.

The Headteacher in consultation with the Academy Representatives Resources Committee which meets a minimum of three times a year draws up a written health and safety statement which is reviewed annually consulting with the school representatives, staff and trade union safety representatives where necessary. In the absence of the Headteacher, the Deputy (s) will take responsibility for day to day health and safety issues.

The aims of the Safety Policy are, so far as is reasonably practicable to:

- a) Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- b) Provide and maintain accommodation, equipment and systems of work that are without risk to health.
- c) Provide training and instruction to enable employees to perform their work safely and efficiently.
- d) Make available safety equipment and protective clothing as necessary for the job task.

In order to achieve the policy objectives employees have a duty to co-operate by adhering to the procedures and observing any supplementary rules.

It is in everyone's interest to help maintain the good health and safety record that exists at the school.

Responsibilities

Responsibilities Of The Academy Representatives

School Academy Representatives will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out remedial work and to protect employees and other persons who use or visit the establishment. Academy Representatives should be aware of their responsibilities for maintaining the premises as detailed in the local requirements. The Academy Representatives will carry out a bi annual inspection/review of the school and report to the Headteacher any health and safety issues, jointly agreeing a plan of action.

Responsibilities Of The Headteacher

The Headteacher is responsible for implementing and monitoring this policy and must ensure that health and safety considerations are always given priority in planning and day to day supervision of work activities.

The duties of the Headteacher include: -

- Ensuring that safety standards are being maintained by ensuring the inspection and checking of the work areas for which they are responsible
- Monitoring compliance with safety rules and safe systems of work.
- Developing and enforcing any additional safety rules or guidance in order to reduce risk.
- Informing staff of safety rules and their legal duties, and identifying any training needs.
- Record any potential hazards, accidents or near miss situations.
- Assess workplace risks, where necessary reducing them to an acceptable level, and reporting significant findings to Academy Representatives with details of action taken.

The day to day operations for Health and Safety are delegated to the Business Manager.

Special Responsibilities Of Teachers / Supervisory Staff

The safety of pupils in the classroom, and during all other school activities is the responsibility of the class teacher or person in charge of the group.

Such persons are expected to:

- Exercise effective supervision of pupils
- Ensure that they have addressed any potential emergencies, where necessary familiarising pupils of the procedures.
- Give clear instructions and warnings as often as may be necessary.
- Set an example by using safe working methods and abiding by any safety rules.
- Ensure that where personal protection is required for them or for pupils, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations for additions or improvements where problems or risks are identified.

Responsibilities Of Employees

Employees have a duty to: -

- Work safely and efficiently and in accordance with any training given.

- Use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations.
- Report incidents or hazards that may lead to injury or damage to the Principal.
- Observe the safety rules and comply with legislation.
- Not misuse equipment or endanger themselves or other by their actions.
- Safely store or remove immediately after use any item which, though necessary for a task could cause damage or injury to others if used without appropriate supervision.
- Report all accidents and damage in their work area to the Principal at the time of the occurrence whether a person has been injured or not.

Responsibilities Of The Pupils

Pupils will be encouraged to follow all safe working practices and observe all school safety rules

Pupils will:-

- Follow all instructions issued by any member of staff in case of an emergency
- Ensure they do not intentionally or recklessly interfere with equipment provided for safety purposes
- Inform any member of staff of any situation which may affect their safety through a variety of means including the School council, directly to a member to staff or via a pupil questionnaire

Safety Procedures And Specific Arrangements

1. Accident Reporting

All pupil accidents MUST be reported in the pupil accident record books held in Main Reception. Parents/carers will be contacted immediately to inform them of injuries needing further attention. If necessary, a staff member will act in loco parentis if parents/carers cannot be contacted. If the pupil injuries have required the necessity to leave school for any further medical attention, the accident MUST be reported using the Staffordshire County Council Accident reporting form. This should then be passed immediately to the Business manager, who will inform the Headteacher. This process begins the accident investigation. The Business Manager will complete the post-accident section of the form. The Accident Investigation report form must be scanned and emailed to Staffordshire County Council within the timescales noted on the bottom of the form.

All staff, visitor or contractor accidents must be recorded on the Accident Investigation report form and handed to staff as above.

Staffordshire County Council will report accidents to the HSE on the school's behalf if necessary.

Accidents will be investigated and steps taken to improve controls and risk assessments where needed as a result of investigations.

2. Asbestos

A full asbestos check was carried out in the school in March 2016 and is monitored and updated annually, authorised by Stoke LA premises team. See the asbestos register held in the finance office. All contractors should sign the asbestos register log before commencing any work in the school.

Asbestos containing materials remaining in the school are monitored annually updated by Stoke LA premises team. The location of known and presumed asbestos is identified in the asbestos register. The asbestos register is held in the Finance Office. All visiting contractors and anyone planning works which may disturb the fabric of the building MUST consult and sign the manual to ensure they do not disturb asbestos material.

Staff should not pin or fix into walls without permission from the Business Manager or Site Staff and after consultation of the register.

Any damage to asbestos materials MUST be reported immediately to the Headteacher who will inform the LA Asbestos Management team.

3. Candles

If candles are used in the classroom they should be lit by an adult and supervised very closely. Candles should be extinguished promptly and safely after use. Candles should not be placed close to fabric displays. Where possible, fabrics should be sprayed with an anti-flammable protector.

4. Children With Disabilities And/Or Additional Needs

In a case of emergency a designated member of staff will be responsible for the health and safety of a child with disabilities or special educational needs. Personal Emergency Evacuation Plans will be included in health care plans.

For pupils with medical conditions a pupil medical care plan will be drawn up with the first aiders, teachers, parents/carers and the school nurse and reviewed annually.

5. Contractors

Where regular services such as Grounds maintenance are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for

ensuring that work practices do not put other people at risk. The Headteacher should liaise with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for monitoring and reporting on reporting health and safety matters. Contractors should complete the relevant form held in the office before commencing any work. The Business Manager should ensure that CDM regulations are followed by obtaining a copy of the Construction Phase Plan, Method Statement and Risk Assessment

When building work is planned the PFI agreement requires Permission to Access / Notification of Works forms be sent to notify Transform Schools (Stoke) Ltd. & Cofely of the work that is to be carried out. When building contractors are appointed pre-meetings will be held to plan the works and a hazard exchange process used to identify hazards presented by both client and contractor and to identify how these will be safely managed.

Non PFI appointed contractors are required to complete a Permission to Carry out Works on Site form which guides contractors through a check process to ensure that they are providing a safe system of work when on site.

6. Displays

Staff should take note of the position of and avoid PIR sensors and electrical equipment, including lights, when fixing displays and ensure that displays and posters are firmly fixed. After 3 false alarms Police will refuse to attend any security alerts. Displays should not be secured via electrical items. Ariel displays should be secured to the wall by a hook.

Staff should be mindful of working at height procedures when completing displays, risk assessment for Working at Height are held in the Business Manager's Office. There are several 'two step' step ladders available for use. Staff should undertake a visual inspection of the stepladder before use to ensure it is not damaged. Do not over-reach outside the area of the steps and do not work alone when working off steps. Only staff who have an up to date ladder training certificate are allowed to use step ladders with more than two steps.

7. Display Screen User

Use of computers and lap tops can cause aches and musculoskeletal injuries if used for long periods with a poor posture or at an inappropriate height. Staff who qualify as regular users should complete a workstation/lap top risk assessment at least every two years or after major changes to your work station.

Staff should take regular breaks whilst using a computer. They should report feelings of discomfort whilst using the computer or laptop to the Headteacher. If an eye test is required the member of staff concerned should first seek authorisation for an eye test or any corrective treatment. Eligible staff should complete a workstation risk assessment at least every three years.

8. Dress Code and Jewellery

Staff should wear the appropriate clothes and footwear to enable them to safely undertake their role in school.

Pupils are only allowed to wear ear studs to school.

Pupils should not wear jewellery for PE.

(See Code of Conduct for Adults in School)

9. Electrical Equipment [Fixed & Portable]

Users should do a visual inspection of equipment they use on each occasion. There will be thorough inspections of the electrical installation every five years by outside contractors/PFI. Portable appliance testing will be done annually by Cofely (the competent person) and a record kept by them (copy to the school). Personal electrical items items should not be used in school without them being

tested annually. Defective electrical equipment should be reported by Heads of Department to the Site Staff or Business Manager. Approved engineers will be used for testing the more specialised parts of the site such as school kitchens, science laboratories or Design and Technology rooms.

10. Fire Procedures

There is a Fire Risk Assessment in place to protect employees, pupils, staff and visitors to the school site.

Procedures for evacuating the premises are detailed in the Fire Evacuation Procedures. These are also displayed around the building. All staff must familiarise themselves with details of escape routes and assembly areas. Staff with specific responsibilities is detailed in Appendix 1 of these procedures.

The Headteacher is responsible for fire related matters which includes:

- Organising at least one fire drill each term
- Reviewing fire procedures as necessary
- Checking that fire notices are displayed in prominent positions throughout the building
- Organising weekly checks of fire alarms and exits ensuring that they open easily and are free of obstruction on either side.
- Organising the checking of smoke detectors and emergency lighting at least monthly
- Ensuring that newly appointed staff and students receive induction training in emergency procedures.
- Identifying and arranging any additional training requirements.
- Monitoring PFI arrangements for testing of alarm systems and maintenance of firefighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinate fire arrangements with contractors on site.

The Evacuation procedure is summarised in a single page in **Appendix 1**.

11. First Aid

A designated team of first aiders are responsible for the administration of first aid, for recording treatment given and for maintaining supplies. Further trained first aiders will provide first aid cover. A designated first aider is also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stock. A list of first aiders is displayed around the school.

If a pupil is in extreme pain or showing signs of shock an ambulance should be called immediately. If a parent or carer takes a child to hospital for treatment a member of staff will accompany them if required.

When a pupil vomits in school the adult who deals first hand with the child is also responsible for ensuring the vomit is cleaned up appropriately.

When pupils are taken on visits and trips staff need to take with them healthcare plans, details of medical conditions and medication and should check with the designated first aider that travelling first aid kits are available.

12. Glass and Glazing

All glass in doors, side panels and picture frames to be safety glass to meet Workplace Regulations. All replacement glass is to be of safety standard. Where necessary and as identified, standards of glass will be improved (sometimes by using window film) so that areas are suitable for use by children.

13. Handling and Lifting

Staff are advised that they should avoid lifting heavy loads and risk musculoskeletal injuries. Where lifting cannot be avoided steps should be taken through a process of risk assessment to reduce the risks of manual handling. These steps should include: breaking down of loads, use of mechanical aids such as the lift, sack barrows, team lifts, staff training etc. Staff are to request assistance when lifting and moving heavy objects and resources. Heavy objects should be stored on lower shelves when possible. Staff should keep a straight back and bend the knees.

14. Hazard Reporting

All employees have a duty to report any hazard or potential risk to the Headteacher who will arrange repair and where necessary take temporary safety measures. This should be advised using the Staff Intranet – Site Issues.

The Site Staff are responsible for carrying out checks in the following areas: - waste disposal; playing fields; school grounds; boiler house. Any faults or hazards in which they are not deemed competent to rectify should be reported to the Headteacher.

The Site Supervisor will also inspect six monthly all ladders used in the school and report findings to the Headteacher.

15. Hazardous Substances (COSHH)

Hazardous substances should only be purchased and used if there is no safer alternative.

Staff must ensure that Safety Data sheets are provided by the supplier when buying any substances and that COSHH risk assessments are created for any hazardous substances. using information from these data sheets and other information known about users and local conditions of use.

If required for curriculum purposes these items should always be under the direct control of the teacher and stored in a place which is not accessible to pupils.

COSHH assessments must be reviewed and updated regularly.

The COSHH Assessments must be shared with appropriate staff, pupils and first aiders.

16. Health and Safety Advice

The collegiate pays to obtain competent health and safety advice from the:

Health, Safety and Wellbeing Service
Staffordshire County Council
Staffordshire County Council,
2 Staffordshire Place,
Tipping Street, Stafford. ST16 2DH.

Telephone 01785 355777 (duty officer)
Fax number 01785 355842

Health and safety advisor is Sarah Jane Walmsley

Telephone 01785 355777 (duty officer)

Fax number 01785 355842

Mobile no: 07837 832584

e-mail: sarah-jane.walmsley@staffordshire.gov.uk

17. Housekeeping, Cleaning and Disposal of Waste

All persons must ensure their work areas remain clear and tidy and that items, equipment and resources are stored away safely, securely and appropriately. All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, data protection, the environment and pollution.

The Cleaning provision is provided by Churchill Contract Services and staff follow a cleaning specification. Litterbins are provided for day to day rubbish. Internal bins are emptied every night. External bins are emptied at least weekly. Kitchen Waste should be disposed of directly to the Euro bins provided. A Sharp bin is provided in the medical room. Sanitary bins are provided in all girls' toilet areas. A supply of Rock Salt will be kept on the premises. Snow will be shifted by the Caretakers.

18. Intruders

All staff are required to wear ID lanyards. All visitors to the school and PFI Engineers are required to sign in at the office and display a visitor badge at all times. It is the responsibility of all staff to request information from anyone in the building who is not accompanied by a member of staff, whose visit has not been previously indicated by a member of staff or who is not wearing a recognised identity badge from a regular supplier of services provided to the school.

Where intruders are present outside the building supervising staff should, if in doubt, bring children back into the building and inform senior staff in order to resolve the problem. Police will be called where there is concern.

19. Lettings / Shared Use of Premises

See separate Lettings Policy which identifies the requirements of the lessor and vetting arrangements.

20. Lone Working

The school has adopted and follows Stoke-on-Trent Council "Lone Working" policy. Staff working alone must abide by the policy. A hard copy of this is available from the school office. Do not carry out any hazardous activities while working alone unless control measures are in place.

21. Maintenance / Inspection of Equipment (including selection of equipment)

The Headteacher will arrange for formal testing of all portable electrical equipment including leads and plugs on an annual basis and ensure that records are maintained. This is carried out under the PFI agreement on an annual basis.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of.

Staff are not allowed to use untested personal electrical equipment in school.

The Headteacher will arrange for the annual testing and maintenance of the following:

Description	Period	Who
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Asbestos	Annually	Cofely
Boilers	Annually	Cofely
Cookers (Food Room)	Annually	GT Dutton
Design & Technology Equipment	Annually	SCC
Emergency Lighting	Monthly	Cofely
Extract Fans	6 Monthly	Cofely
Fire Alarm System	6 Monthly	Cofely
Fire Alarm Testing	Monthly	Site Staff
Fire Fighting Equipment	Annually	Cofely
Fume Cupboards	Annually	
Gym Equipment	Annually	P Broad Fitness Equipment
Kitchen Equipment	Annually	The Catering Shop
Lift Inspection	6 Monthly	Cofely
PAT Testing	Annually	Cofely
PE Equipment	Annually	Mercury Sports
Pressure Vessels	3 Monthly	Cofely
Water Hygiene	Monthly	Cofely

Records are kept by the Business Manager.

22. Medicines In School

Members of the team of dedicated first aiders only will administer **prescribed** medication, other than painkillers and asthma inhalers, in school. A record will be maintained of medicines administered and kept in the first aid cabinet .

Staff who agree to administer medicines do so on an entirely voluntary basis and cannot be held responsible for loss, damage or mishap to or with the medicines.

Staff who agree to administer medicines will have received training from the school nurse.

No medicine will be administered unless consent and clear written instructions have been given by parents or legal guardians. (See Supporting Children With Medical Needs Policy).

23. National Curriculum

The school follows Health and Safety advice as published in National Curriculum subject document.

24. Playground Inspections

Site Staff and teaching staff will inform the Headteacher of any hazards or problems which occur to play surfaces. Lunchtime Supervisors will ensure that the number of users is restricted to avoid overcrowding.

25. Poster on Health and Safety Law

The Site Manager is responsible for ensuring the poster is displayed prominently and any changes to contacts, responsible persons etc. are updated as soon as possible.

25. Risk Assessment

A Risk Assessment is a document used to control hazardous activities, events, products etc. All staff must be familiar with the Risk Assessments relevant to their role and follow the controls stated.

- All staff have responsibilities to develop Risk Assessments for their area of curriculum responsibility.
- Teaching staff are responsible for their classroom risk assessment.
- Staff who are pregnant will be supported by an individual expectant mother risk assessment.
- Staff who have informed us of health problems will also have an individual risk assessment to support them.
- Other generic risk assessments are undertaken by the Senior Leadership team.
- Where an individual pupil risk assessment is required it is the responsibility of a member of the Senior Leadership team.
- Periodic review of RA's is the responsibility of the creators and should take place at least annually unless the risk assessment was for a one off event.

The Headteacher is responsible for ensuring that formal risk assessments have been carried out, that any necessary action has been taken to eliminate or reduce risk and that assessments have been reviewed where necessary. Risk assessment records provided by SLA provider exist for:

- General risk assessment
- Manual Handling
- Working alone
- Whole site fire risk
- Transport /Pedestrian access/Parking
- Hazardous substances

A collection of risk assessments conducted by representatives are held centrally by the Business Manager.

Staff are responsible for the considering the risks of all activities in school and formally recording the outcomes in a risk assessment based on the standard form. (**See Appendix 3**)

Risks which relate to Educational Visits should be recorded on the Evolve risk assessment online form at least 7 days before the trip commences (4 weeks for overseas visits).

The Headteacher will ensure that staff are made aware of the significant findings of any assessment affecting them or their work activities and retain up to date master copies on file in the Finance Office by the Business Manager. Any issues are included in the annually updated Staff Planner.

26. Safety Advice And Assistance

Health and Safety and Safeguarding is a standard agenda item on every operational staff meeting in school. The Headteacher will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Headteacher and can be accessed by staff.

It is in everyone's interest to foster a safe and healthy working environment and with the support of all concerned, the highest possible standards can be achieved and maintained.

27. School Security

The car park is accessed through a gated barrier. The gates are only open before 9.00am and after 3.00pm. Access in-between these times is via an authorised gate fob or by reception staff.

All office and store room doors should be locked at the end of the school day. Personal belongings should be locked away.

28. School Transport – e.g. minibuses

Any person transporting pupils in the school minibus must hold the appropriate qualification:

Where D1 is held on driving licence	SCC Minibus Permit
Where D1 is not held on driving licence	D1 Licence

Minibus drivers will be asked to provide a copy of their licence (and counterpart) on an annual basis to confirm that no more than 5 points.

Any member of staff opting to use their own car to transport students must be insured for Business use and have signed the Volunteers Drivers form.

Staff must never travel in a vehicle on their own with one pupil.

29. School Trips / Off-Site Visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. In accordance with LA safety regulations, educational visits are carefully planned in advance and a full risk assessment is carried out prior to the visit with staff visits made if possible. All school trips must be authorised by the Headteacher prior to any commitments being made. The school uses the EVOLVE system, information on how to access this can be provided by the Educational Visits Co-ordinator, Gill Miller.

Details of the visit are sent to parents along with a consent form.

The school has an Educational Visits Policy and this contains all the information relevant to School Trips and Off-Site Activities. This Policy is available from the Educational Visits Co-ordinator. No educational visit may take place without completing the correct planning and approvals procedure using EVOLVE.

It is the responsibility of the Trip Leader to ensure that first aid, medication and care plans, as relevant, are taken on trips.

30. Smoking

The school has a NO SMOKING policy which all staff and visitors are required to comply with at all times.

31. Supporting Pupils At School With Medical Needs

There is a separate policy which details how the school supports children with medical needs e.g. Asthma and includes

- Individual health care plans

- Roles and responsibilities of those involved
- Staff training and support
- Management of medicines on-site
- Record keeping and documentation
- Emergency procedures
- Trips

32. Stress And Staff Wellbeing

Annual classroom risk assessments incorporate and assessment of stress. School to periodically monitor and review stress levels in school via a questionnaire.

Information regarding Counselling can be found in the Staff Room and from the Business Manager

(See Staff Attendance and Welfare Policy)

33. Supervision

Students must be supervised during lesson time by a competent adult. Students must not be in rooms at other times without a member of staff. There is a Lunch time rota of paid lunchtime supervisors. Ratio for school trips to be agreed with the EVC. All PE lessons must be delivered by a qualified coach or teacher. After school PE activities must be delivered by a qualified coach.

All adults in school in contact with the children must be DBS cleared and the clearance is renewed only where there has been a break of service (three months or more) Agencies are responsible for ensuring Supply staff have a current DBS, renewed at least every three years.

34. Training and Development

The Headteacher is responsible for measuring the safety performance of staff and for identifying any training needs. Academy Representatives will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet the principal aims of the Academy health and safety policy. Training records are to be updated correctly.

The Headteacher will ensure that training is extended where necessary to volunteer workers, new staff undergo health and safety induction and that up to date records of training are maintained. Training opportunities extend to Child Protection, First Aid and Out of School Visits.

35. Work Experience

The school welcomes and supports students on work placement. Any placements are arranged in writing following contact by the Work Experience co-ordinator at the relevant placement base. It is the responsibility of that co-ordinator to request relevant information from the school and to only receive students on placement if satisfied with the information which they have received.

The school will make available information to students on placement either verbally or in writing according to the status and length of placement.

36. Violence To Staff

There is a zero tolerance policy to verbal and/or physical abuse to staff. All incidents must be reported to the Headteacher (See Code of Conduct for Adults in School)

All incidents of violence and aggression should be recorded on the Violence and Aggression Report Form.

Health and Safety Key Performance Indicators

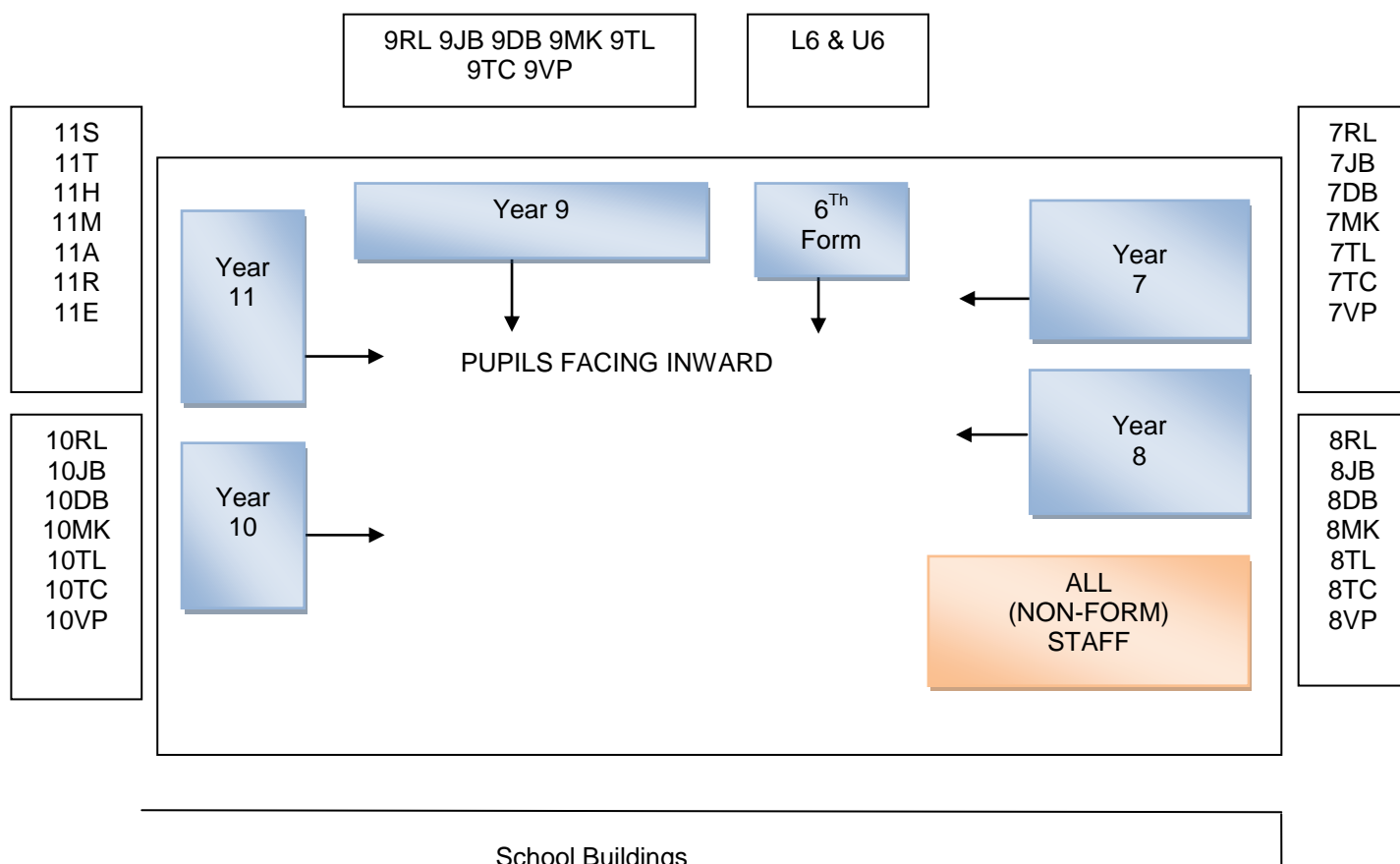
It is vital that Directors, representatives and manager can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Indicator Number	Key Performance Indicator	How Measured
1	Health and Safety Policy signed, reviewed annually and updated as requires	Annually in the Autumn term. Recorded in the Academy Representatives Resources subcommittee. Reported in the termly Business Managers report
2	Annual Health and Safety Report produced and made publically available	Report presented to the Academy Representatives Resources subcommittee in Summer Term. Copy of the document to be held with the Business Manager and on the school website
3	Completion of premises inspections twice a year and compilation of action plan	Bi annually in the Autumn and Summer terms. Recorded in the Academy Representatives Resources subcommittee. Action plan produced and monitored by the committee
4	Self-Audit completed and remedial action plan developed	Annually in the Summer Term. Recorded in the Academy Representatives Resources subcommittee. Action plan produced and monitored by the committee
5	Review 5 risk assessments to ensure controls are being followed	Report annually to the Academy Representatives Resources subcommittee findings
6	Termly analysis of accident statistics and reportable incidents	Recorded in the Academy Representatives Resources subcommittee

St Thomas More

Catholic Academy

Evacuation Procedure



- The fire bell is a continuous ringing sound.
- Do not panic, run or shout
- Leave everything and leave the room quietly
- Take the most direct route to the all weather pitch (please note the changed access areas)
- Do not re enter the building
- Line up in a single line, class order on the all weather pitch in the right order.

St Thomas More

Catholic Academy

New Staff Induction Checklist

Name		Start Date :
Post		Tick when done
1	Documentation	
A	Confirm appointment form completed	
B	Contact details confirmed	
C	Safeguarding information obtained and complete	
2	Welcome to the School	
A	Outline of school, size and history	
B	School aims and objectives	
C	Staff Planner issued	
3	Salary	
A	Explanation of methods and frequency of payment	
B	Confirm employee's bank account details	
C	Explanation of salary reviews, overtime etc.	
D	Explanation of pay slips	
E	Travelling and subsistence expenses	
4	Pension scheme	
A	Contributions and benefits	
B	AVC's	
C	Insurance	
5	Sickness	
A	Procedure to be adopted if absent through accident or sickness	
B	Medical certificates, absence pay	
6	Hours of Work	
A	School terms and school day	
B	Absenteeism and punctuality	
C	Good timekeeping	
D	Catering and car parking arrangements	
7	Tour of Premises	
A	Description of room functions	
B	Parking facilities	
C	Eating facilities	
D	Noticeboards	

E	Introduction to Representatives	
8	Fire Precautions	
A	Procedure in the event of a fire	
B	Use of fire fighting appliances	
9	Safety	
A	Identification of any specific hazards associated with role or room	
B	Issue of personal protective equipment	
C	Procedure in the event of an accident to self, pupil or visitor	
D	Isolation / Immobilisation procedure for machinery or equipment	
E	Location of first aid boxes and first aiders	
F	Health and Safety Policy /Whistle blowing/Safeguarding policy	
G	Smoking policy	
H	Security of buildings and use of keys / biometrics	
I	E Safety	
10	Tour of Department	
A	Introduction to immediate supervisor	
B	Location of stores, toilets, fire points normal and emergency exits	
C	Introduction to immediate colleagues	
D	Outline of management structure in the school	
E	Education and training opportunities	
11	The job and responsibilities	
A	The job and its duties	
B	Relevant procedures / work instructions	
C	Staff development and its objectives	
D	Staff policy on staff development, performance management and career opportunities	
E	Registration system	
12	Consultation Arrangements	
A	Grievance and disciplinary procedures	
B	Explanation oh holidays time off system	
C	Union and consultation arrangements	
13	Issues	
A	Keys	
B	Laptop , network log in user ID and password	
C	Personal calls made on the school phone	
D	Other items (please state)	
All the above have been explained / issued to me :		
Signed (Employee):		Date
Signed (SBM): J Doig		Date
Signed (Assistant Headteacher) D Rankin		Date

Risk Assessment Form – Managing Health and Safety

St Thomas More Catholic Academy		Completed by:			Manager:			
Activity and workplace:					Date:			
What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No.	L/M/H				

Injury Severity	1. Minor injury (first aid only) 2. Serious injury (medical attention, time off work) 3. Major injury (broken bones etc) 4. Death	x	Likelihood	1. Rare 2. Unlikely 3. Likely 4. Very likely	=	Risk rating	1-3. Low : no further action needed – keep under review 4-8. Medium: implement reasonable measures as per action plan 9-16. High: work cannot start until risk has been reduced
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Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial