

ST MARGARET WARD CATHOLIC ACADEMY

HEALTH & SAFETY POLICY

DECEMBER 2025



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Reviewed	Annually	
Next review	December 2026	

Health, Safety & Wellbeing Policy Statement

St Margaret Ward Catholic Academy

1. This policy statement complements (and should be read in conjunction with) the St Gabriel the Archangel Catholic Multi Academy Trust Health and Safety Policy. It records the local organisation and arrangements for implementing the policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Academy Committee recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, the Local Academy Committee will ensure so far as is reasonably practicable that:
 - a) All places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
 - b) All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - c) Appropriate safe systems of work exist and are maintained.
 - d) Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - e) A healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the Academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

(Insert Signature)

(Insert Signature)

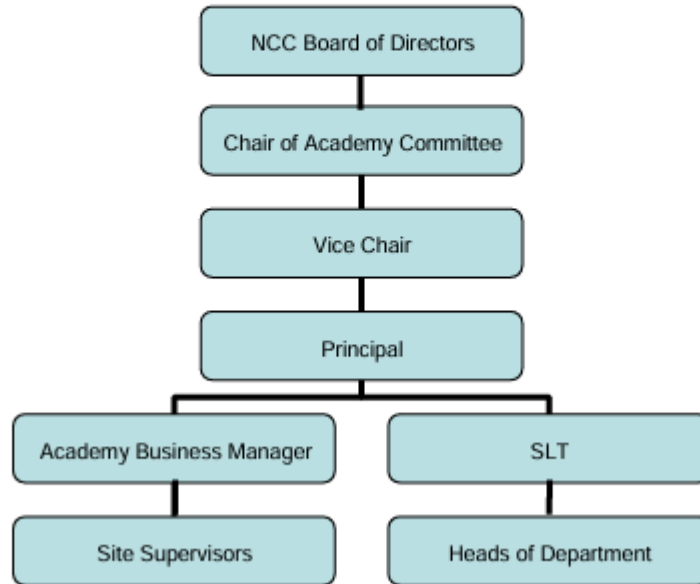
(Chair of Academy Committee)

*Mr D McKenna
(Principal)*

December 2025

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HEALTH AND SAFETY RESPONSIBILITIES



General Summary of Responsibilities

Board of Directors

- Please refer to the St Gabriel the Archangel Catholic Multi Academy Trust.

Local Academy Chair/Vice Chair

- Underwriting the Health & Safety Policy
- Prioritising actions where resources are required
- Ensuring actions are taken

Principal

- Day to day management of all health and safety matters in the Academy in accordance with the health and safety policy.
- Liaising with Directors, Local Academy Representatives and SLT on policy issues and any problems in implementing the health and safety policy.
- Adequate materials, equipment and human resources are provided to meet all safety requirements
- Ensuring a competent person is given overall responsibility for planning and controlling health and safety matters.

Academy Business Manager

- Day to day management of health and safety in accordance with the health and safety policy.
- Risk assessment completion and review where appropriate
- Carrying out regular inspections and making reports to the Principal
- Ensuring action is taken
- Arranging for new staff training and information
- Passing on health and safety information received to appropriate people
- Acting on reports from above or below the hierarchy
- Acting upon accidents and ensuring that St Gabriel Catholic Multi Academy Trust are informed appropriately

Head of Department

- Day to day management of health and safety in accordance with the health and safety policy
- Ensure that the staff within your department adhere to the health and safety policy
- Checking classrooms/work areas are safe
- Risk assessment completion and review when appropriate to their department/trip/event
- Checking equipment is safe before use
- Ensuring safe procedures are being followed
- Ensuring protective equipment is used, when needed
- Bringing problems to the relevant manager's attention
- Ensuring accidents are reported as soon as reasonably practicable

Other staff

- Day to day management of health and safety in accordance with the health and safety policy
- Checking classrooms/work areas are safe
- Risk assessment completion and review when appropriate to their department/trip/event
- Checking equipment is safe before use
- Ensuring safe procedures are being followed
- Ensuring protective equipment is used, when needed
- Bringing problems to the relevant manager's attention
- Ensuring accidents are reported as soon as reasonably practicable

Organisation

Academy Directors and Representatives must ensure a sound management structure within the establishment to fulfil the obligation regarding health and safety matters.

The Academy Directors and Representatives are responsible for ensuring the Principal produces and revises as necessary an Academy Safety Policy Statement, and that the statement is made available to all employees who work in that Academy. He/she is to outline working arrangements to ensure the satisfactory discharge of his/her responsibility, safe working procedures and health and safety precautions relating to that Academy. He/she, with the assistance of his/her management team will identify hazards within the Academy and details steps to be taken to minimise them using risk assessments.

The Principal must constantly encourage the senior leadership team to identify the training needs of staff regarding health and safety matters. It is imperative that induction training is carried out for newly appointed members of staff.

The principal must appoint a competent person to be responsible for the day to day running and management of health and safety matters.

The leadership team, HoD's and teachers must ensure, so far as reasonably practicable, that working arrangements within each department do not give rise to any risk to the health and safety of employees or pupils. The person in charge of each classroom, form room, or any group of pupils, students or employees is responsible for the health and safety of persons within that room or group.

The Principal should also make provision in the safety policy to cover pupils undertaking work experience programmes. Work experience placement inspection is of paramount importance to ensure the safety of pupils.

Each employee is responsible under the Health and Safety at Work Act 1974 for the care for his/her own health and safety and that of others who may be affected by his/her acts or omissions at work, to cooperate with those having responsibility for the health and safety of persons within the Academy, and to comply with instructions, procedures and guidelines as laid down by the safety policy statement and arrangements.

Arrangements & Procedures for Health, Safety and Wellbeing at St Margaret Ward Catholic Academy.

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

It is important that all accidents are reported to ensure hazards are being identified and are managed.

Accident reports to St Gabriel the Archangel Catholic Multi Academy Trust should be completed via the following link;

[SGtA Accident / Incident Report Form](#)

These should be completed by the member of staff responsible for the pupil or by the individual if they are an adult.

2. Asbestos

Our building contains some asbestos which can be hazardous if damaged and fibres are released and breathed. Staff must not drill or affix anything to walls without first obtaining approval from the Facilities Manager and checking the Asbestos Register.

Mr Paul Birkin, Facilities Manager, is responsible for the Asbestos Record System Manual, the location of the manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of the manual prior to starting any work on the premises.

Any concerns or reporting of disturbances of asbestos should be reported to the Facilities Manager, pbirkin@smwca.org.uk , with cc to kmcgough@smwca.org.uk

3. Contractors

Contractors are selected on quality, reputation and price. The Principal, Academy Business

Manager and Facilities Manager will hold induction meetings with contactors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods. If staff have any concerns with onsite contractors, details should be emailed to kmcgough@smwca.org.uk If the contractor has been used before, or used on a regular basis, refresher meetings will be held between the Facilities Manager and the contractor.

4. Curriculum Safety (including all out of Academy learning activities/study support)

It is the responsibility of ALL teaching staff to undertake suitable (written) risk assessments where necessary. It is essential that teachers of practical subjects complete risk assessments as part of their planning of activities, and prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. DT, Food Technology and Science equipment. It is the responsibility of Heads of Department to monitor that these risk assessments are in place, being followed and are robust. Risk assessments should be reviewed after every accident.

5. Drugs & Medication

The Academy policy states that the staff will administer medication to pupils with the consent of their parent.

Parents should complete the Parent/Guardian Consent Form for the administration of medication and return it to the Academy where a pupil brings their medication into school. The HWBO, has suitable storage and facilities to allow pupils with identified medical conditions, to self-administer. Please contact the Health and Wellbeing Officer, who is the lead on First Aid and wellbeing, if you need further help or guidance on the Academy Supporting Pupils with Medical Needs Policy.

6. Electrical Equipment

As unsafe electrical equipment can be hazardous it is the responsibility of staff members to carry out a visual check before use either by themselves, or pupils. Annual inspections of portable appliances and equipment are carried out by an appointed and appropriate contractor. Staff will be made aware, via the staff bulletin, of the date of the inspection and should make all equipment available. Staff are not allowed to bring in personal portable appliances into the Academy.

The Academy's fixed electrics are tested every 5 years, inline with current guidelines. Staff should report all electrical defects to pbirkin@smwca.org.uk and cc kmcgough@smwca.org.uk

A service level agreement is taken out for the maintenance of more specialised equipment found in Science, DT, PE and the Academy kitchen. Details of these agreements are held by the Facilities Manager and the Academy Business Manager.

7. Fire Precautions & Procedures (and other emergencies inc. bomb threats)

The Principal is responsible for ensuring that a fire risk assessment has been carried out and reviewed as part of the policy. Fire action notices are posted throughout the building, advising you of the action to take in the event of a fire. The evacuation plan will be discussed with staff at the beginning of the new academic year. Termly fire drills are to be carried out to test the arrangements, which are detailed in staff and student planners. See Fire Risk Assessment. Staff and pupils who need support during an evacuation must be identified and PEEPS to be developed for them. Please see Sara Condliffe (SENCO) or Julie Bowers (Assistant SENCO)

It is the responsibility of site staff to carry out weekly tests. The fire risk assessment is

located in the site staff office.

8. First Aid

A list of first aid trained staff can be found in each staffroom, in all staff planners and a central list is held in the HWBO. First aid boxes are held in the HWBO, food technology, DT workshop, P.E., science labs and science prep rooms. It is the responsibility of the technician within these departments to check boxes weekly and reorder stock as necessary, via the Health and Wellbeing Officer (Julie Brown). The Health and Wellbeing Officer is responsible for checking the main first aid supplies and the additional first aid boxes that are kept in HWBO. They are also responsible for keeping the list of first aid trained staff up to date, and coordinating their training. In case of emergency the first aider calls the ambulance if required.

9. Glass & Glazing

All glass in doors, side panels is safety glass, all replacement glass is of safety standard as detailed in the PFI contract.

10. Hazardous Substances (COSHH)

Only substances as approved by the LEA should be accepted as being held within the Academy. Reference should, therefore be made to the Advisor for Science and Technology "Prescribed Substances List"

In accordance with the Control of Substances Hazardous to Health Regulations 2000, risk assessments shall be completed prior to the use of any substances.

The Principal will ensure that protective clothing and equipment is provided for all persons where it has been assessed as necessary to prevent injury. Without such protection, no person is to participate in such activity.

11. Health and Safety Advice

The Academy receives competent health and safety advice via St Gabriel the Archangel Catholic Multi Academy Trust.

12. Housekeeping, cleaning and waste disposal

The site has secure bin storage to store waste until collection. The Academy has an SLA with Veolia for waste disposal. The site team are responsible on a daily basis to ensure the site is kept in good order. Appropriate hazard signs are used where necessary.

All cleaners are suitably qualified and receive training through the council.

13. Handling & Lifting

Staff who have been identified as at risk for handling and lifting have completed appropriate Handling & Lifting training via G C Dewey & Sons. Risk assessments are completed to identify necessary precautions.

14. Jewellery

Watches are permitted. Girls are allowed to wear one small pair of studs. No other jewellery is allowed. This information is printed in the pupil planner.

15. Letting/Shared use of premises

The Academy currently does not let out the premises. If this decision changes, this policy will be reviewed.

16. Lone Working

If a need for lone working is identified, it is the responsibility of the line manager to risk assess and develop procedures to manage this. It is prohibited for lone workers to work at height.

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

It is important that all work equipment that may pose hazard and risk is managed by the Academy. Any new equipment purchases have maintenance arrangements considered. Ladder maintenance is carried out annually by the site staff, records of this are kept with the site staff.

Fume cupboards and extraction systems, PE equipment, DT machinery are all inspected annually via relevant SLAs.

Fire alarms and smoke detectors, emergency lighting, fire extinguishers are checked by site staff weekly and external contractors. Appropriate records are kept.

18. Monitoring the Policy & Results

SLT & HOY's to communicate and monitor day to day. The Academy Business Manager will complete the evaluation checklist and self-audit, with input from the relevant departments. The Health and Wellbeing Officer will monitor and report on accident reports. Site staff are responsible for site compliance.

19. Poster on Health & Safety Law

These can be found in the reception area, staff rooms and key departmental areas and identify employer and employee responsibilities for safety. It is the responsibility of the Academy Business Manager to review and update this poster.

20. Personal Protective Equipment

Where work poses a hazard and risk e.g. science, risk assessments may identify PPE as a control measure to help manage risk. It is the HOD's responsibility to select equipment which is suitable, make arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision etc. PPE must be provided, free of charge where risk assessment determines it to be necessary.

21. Reporting defects

All premises and equipment defects are to be reported to the Facilities Manager in the first instance via email to pbirkin@smwca.org.uk , cc kmcgough@smeca.org.uk

22. Risk Assessments

It is the responsibility of ALL teaching staff to undertake suitable (written) risk assessments where necessary. It is essential that teacher of practical subjects complete risk assessment as part of their planning of activities., and prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Food Technology and Science equipment. It is the responsibility of HOPD to monitor that these risk assessments are in place, being followed and are robust. Risk assessments should be reviewed after every accident.

Staff who are pregnant will be subject to risk assessment to ensure that their job role does not put them, or their unborn child at risk. These will be carried out by their line manager with the support of the Academy Business Manager.

The Academy Business Manager will coordinate the DSE user risk assessments.

Any work at height tasks will be risk assessed by the facilities manager. See also COSHH.

All risk assessments should be reviewed annually, unless significant change prompts a

quicker review.

The SLT will review risk assessments and monitoring arrangements as part of their performance management of staff.

23. Academy Trips/Off-Site Activities

Any staff planning an educational visit must seek prior authorisation and plan the visit using the national guidance for educational visits found <http://oeapng.ingo/> and log this planning information on the visit system.

Details can be found on the Educational Visits Policy found on the T drive Policies:

Visits will not be approved if there is insufficient planning or inadequate risk assessments.

24. Academy Transport e.g. minibuses

The Academy leases 5 vehicles for use by Trinity and Educational visits. They can only be driven by authorised drivers, who have completed specific driver training and undertaken medicals. Licences will be checked annually by the Facilities Manager and records kept. Minibus drivers are responsible for daily checks of the vehicles. Servicing, Licensing and Taxing are the responsibility of the Lease Company. It is the driver's responsibility to declare any medical reason, including prescribed medication, which may temporarily affect their ability to drive.

25. Smoking

The site is non-smoking.

26. Staff Consultation and Communication

Health and Safety is an agenda item on every meeting.

Staff are encouraged to raise suggestions to improve their health and safety management of the site, curriculum and input into risk assessments, educational visit planning etc. HOD will ensure that copies of all H&S information are available to their departmental staff at all times.

Health and Safety reports will be regularly be made to governors.

27. Stress and Staff Wellbeing

The Academy recognises its responsibility to support staff wellbeing. Any member of staff feeling under excessive pressure from work or domestic issues should raise this confidentially with their line manager or a member of SLT. The Academy will follow its Stress Management Policy with their employee. Staff should also be aware that they can confidentially seek support from Wellbeing Solutions.

28. Supervision

Pupils will be supervised at all times. There are staff duty rotas before and after school and at lunchtimes in order for pupils to be supervised throughout the day. Staff are reminded not to leave classes unattended and to send pupils for assistance if required. Trip leaders calculate the staff: pupil ratio, considering national guidelines, potential risks and make up of the group. All staff are DBS cleared.

29. Training and Development

All new staff will receive a recorded induction which will include a copy of this policy and information about key site H&S arrangements.

The Academy Business Manager, in cooperation with the departmental heads, will carry out a H&S training need analysis and will coordinate and record training activity, and refreshers. Departmental heads are responsible for ensuring the use of any new skills learned.

Staff are encouraged to identify their own H&S training needs and raise with their line manager.

Julie Brown is responsible for coordinating first aid training.

Paul Johnson is responsible for safeguarding training.

30. Use of VDUs/Display Screens/DSE

Staff who are identified as being significant users of computers or laptops must have seen the training for DSE users and have completed the risk assessment. If staff have any concerns regarding the use of DSE, their workstation, equipment or health concerns needs to contact the Academy Business Manager kmcgough@smwca.org.uk

The Academy has a legal responsibility to pay for eye tests for regular users.

31. Vehicles on site

Parking is restricted to employed staff and official visitors.

The bus lane will be used by coaches for drop off, pick up and educational visits.

Delivery vehicles are requested to avoid coming to site at peak pupil movement times. The site speed limit is restricted to 5mph.

32. Violence to staff/Academy Security

The Academy has a safeguarding policy which identifies the arrangements for keeping the site secure. All visitors must come into reception to be signed in where they become the responsibility of the staff member that they are visiting.

All staff to notify SLT of any incident of verbal or physical violence. These will be reported to the St Gabriel the Archangel Catholic Multi Academy Trust H&S team and relevant, appropriate support will be provided to the staff member.

33. Working at Height

All staff are absolutely prohibited from standing on chairs, tables or other suitable equipment to reach shelves, displays etc.

Only staff who have received ladder training are authorised for working at heights. All work at height must be planned and risk assessed before works commence. Site staff are responsible for recorded ladder and other access equipment checks.

No pupils are allowed to climb ladders.

Ladders should not be loaned to contractors.

34. Water Hygiene

The risk of legionella and scalds are managed by risk assessment and regular checks are undertaken by an appointed and appropriate contractor and the site team. Checks are recorded and a copy of the risk assessment found in the water log book.

35. Work Experience

The Assistant Head for CEIAG and the administrator supporting work experience, is responsible for assessing potential work placements, H&S provision, insurance and potential risks inline with statutory guidelines.

Part 4

Academy Health and Safety Key Performance Indicators (KPI's)

The Academy will 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.

Academy KPI's may be added here

KPI	How Measured	How Reported
Annual review of the H&S Policy	Approval by governors and evidence of communication to staff	Confirmation of this in the Principal's report
Annual review of Fire Risk Assessment	Annual review documented of Fire Risk Assessment, including recording of any further action taken	Document signed and dates
3 Fire drills per year	September term there is a practice walk and recorded in fire log book and additional drills.	SLT review success of fire drills and communicate outcomes/required changes to staff
Termly H&S meetings with key departments	Identified relevant/potential H&S concerns	Issues are addressed and departments notified