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Health and Safety Policy

This policy is underpinned by our school motto and our core values, so that pupils become wise, courageous learners, as well as dignified people of integrity.

"Just and firm of purpose"

The motto of Archbishop Edward Ilsley, and the motto of our school

Our Core Values

Wisdom • Courage • Dignity • Integrity

From September 2026

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Archbishop Ilsley Catholic School is committed to maintaining a healthy and safe place of work for employees and taking all reasonable steps to ensure that pupils, parents, visitors, contractors, members of the public and the environment are exposed to the lowest practicable level of risk.

Purpose and Scope

This policy sets out the school's approach to health and safety. It describes the organisation, roles and responsibilities, and the arrangements used to manage health and safety across the school. It applies to employees and to others who may be affected by the school's work or activities, including pupils, students, parents, volunteers, visitors and contractors, on site and during relevant off-site activities.

Our Principles

The school and everyone working or learning on its premises should:

1. Take reasonable steps to prevent people being harmed.
2. Provide and maintain a safe and healthy school environment, including safe access to and exit from the site.
3. Establish and maintain safe working procedures for staff, pupils, volunteers and others on site.
4. Ensure articles and substances are used, stored and transported safely.
5. Provide safe systems for controlling risks such as noise, toxic or corrosive substances, dust and vapours.
6. Maintain effective fire, emergency, evacuation, accident and medical treatment procedures.
7. Provide appropriate information, instruction, training, consultation and supervision.

Health and Safety Policy

Introduction

The Governing Body recognises its moral and legal responsibilities to take reasonable steps to prevent harm and to provide safe working conditions. The source policy identifies duties under the Health and Safety at Work etc. Act and other regulations, including duties relating to safe workplaces, plant and equipment, systems of work, working environments, facilities, handling and storage of goods, and information, instruction and training.

The school recognises that accidents and incidents can cause injury, lost time, repair costs and investigation costs. High standards of health and safety reduce harm and losses, improve performance and make good operational sense

Statement of Intent

The Governing Body will meet its responsibilities under health and safety legislation by providing safe and healthy working conditions for employees and ensuring that school work does not adversely affect the health and safety of pupils, visitors, contractors or other people.

The Governing Body will ensure effective consultation with employees on health and safety matters and that individuals are consulted before particular health and safety functions are allocated to them. Where necessary, the school will seek specialist advice to identify risks and the precautions required. It will provide employees with suitable information and training and expects the support of all staff in maintaining high standards.

Organisation, Roles and Responsibilities

Who is responsible?

The Health and Safety at Work etc. Act 1974 places responsibilities on governors and employees according to their roles. The school uses its established lines of responsibility and organisation to authorise and direct its health and safety policy. The source policy states that specific responsibilities cannot be evaded by delegation. The Headteacher has overall responsibility for health and safety and day-to-day responsibility for health and safety matters.

Governing Body

The Governing Body is responsible for:

1. Complying with the school's Health and Safety Policy and arrangements.
2. Formulating and ratifying the school's Health and Safety Statement and health and safety plan.
3. Reviewing health and safety arrangements at least annually and introducing new arrangements where necessary.
4. Ensuring the site and premises are maintained in a safe condition and that appropriate funding is allocated.
5. Ensuring risk assessments are completed and recorded for school work activities, including off-site activities that may present significant risks.

6. Prioritising health and safety actions requiring resources, seeking further advice where necessary and ensuring action is taken.
7. Seeking specialist advice where the school does not consider itself competent to deal with an issue.
8. Promoting high standards and actively and reactively monitoring health and safety, including inspection and accident reports.

Headteacher

The Headteacher has overall responsibility to the Governing Body for health and safety at the school and leads operational health and safety issues. The source policy describes the Headteacher as the school's Health and Safety Director. Day-to-day management tasks may be delegated to appropriate staff, including the Deputy Headteacher, Business Manager and Premises Team

Strategic Business Manager

The Business Manager will ensure that:

1. Competent people are appointed to provide health and safety advice and guidance.
2. Arrangements are in place to monitor, inspect, audit and review health and safety activities.
3. Effective consultation arrangements exist for employees on health, safety and welfare issues, including collaboration with trade union-appointed Health and Safety Representatives.
4. A suitable programme is maintained to address the health and safety needs of staff at all levels.

Senior Leadership Team

The source policy assigns senior management responsibilities for day-to-day management within line-management areas, follow-up and remedial action after inspections, passing on health and safety information, acting on reports, identifying training needs and ensuring that planning and the curriculum reflect the health and safety of stakeholders

Heads of Department

Heads of Department and Service Managers are responsible for implementing operational health and safety in their areas. They will:

1. Promote a positive and proactive approach to health and safety.
2. Implement and communicate school health and safety policies and safe systems of work.
3. Ensure contractors, customers and visitors are aware of safety procedures and contractors are competent to work safely.
4. Ensure risk assessments are undertaken for activities they control, in consultation with employees.
5. Develop, implement and review safe working practices and ensure suitable control measures are in place.
6. Ensure staff have appropriate training, instruction and supervision, paying particular attention to young employees and new starters.
7. Provide induction for new and temporary staff, including emergency procedures and significant workplace risks.
8. Ensure work-related accidents, incidents and near misses are investigated and reported and remedial action is taken.
9. Arrange workplace inspections at reasonable intervals and ensure the environment and equipment are safe and maintained.
10. Ensure emergency procedures are effective, practised and communicated.

Premises Team

The source policy identifies the Headteacher as the appointed competent person and states that competent health and safety advice was obtained from Birmingham City Council at the time. The Premises Team supports health and safety management by:

1. Acting as a first point of contact for the Health and Safety Executive (HSE).
2. Maintaining the school's health and safety management system and providing advice, support and guidance.
3. Developing health and safety policies, procedures and standards.
4. Maintaining knowledge of legislation and good practice and considering their implications for the school.
5. Carrying out audits and inspections to check compliance with school policies.
6. Undertaking specialist risk assessments where appropriate.
7. Reviewing accident reports, compiling statistics, identifying trends and recommending improvements.
8. Investigating accidents impartially where appropriate and preparing reports and recommendations.
9. Supporting health and safety awareness and training.
10. Intervening and stopping activities where unsafe practices present an immediate danger of serious injury, and reporting the action as soon as possible.
11. Monitoring the purchase and maintenance of equipment and materials to ensure compliance with current standards.
12. Monitoring contractors and ensuring only competent, approved contractors are engaged to work on site.

13. Keeping the Statutory Testing Log and Asbestos Log up to date and ensuring contractors consult the asbestos log.
14. Ensuring emergency drills and procedures are carried out regularly and their effectiveness monitored.

Risk Assessors

Nominated Risk Assessors are staff who have received appropriate training and have the knowledge and skills to undertake risk assessments. They will:

1. Attend appropriate training before undertaking risk assessments.
2. Complete risk assessments as directed by their Manager, using school documentation.
3. Communicate findings to the relevant Manager.
4. Develop an action plan with the appropriate Manager where risks are not adequately controlled.
5. Inspect the workplace at least once per term to check that the environment and equipment are safe and adequately maintained.
6. Inform Managers of additional hazards and seek further advice or support where required.

All Employees

All employees have a responsibility to support the effective delivery of this policy. Employees must:

1. Take reasonable care of their own health and safety and that of colleagues and other people affected by their acts or omissions.
2. Co-operate with managers and colleagues in meeting health and safety responsibilities.
3. Complete required training and only use tools, machinery, plant, vehicles or equipment for which they are trained.
4. Follow safety precautions and work in accordance with information, instruction and training received.
5. Use protective equipment and clothing provided for health and safety purposes and take proper care of it.
6. Maintain tools, machinery, plant, vehicles and equipment in good condition, use them only for their intended purpose and withdraw unsafe items from use.
7. Report defects, malfunctions, hazards, accidents, incidents and near misses to their Manager and/or Health and Safety Representative without delay.
8. Dress appropriately and safely for their working conditions.
9. Follow emergency procedures and know the location of fire alarms and first aid equipment and the identity of First Aid Officers.
10. Tell their line manager in confidence about personal conditions that could increase the likelihood or impact of an accident or incident.

Employees must not undertake potentially hazardous tasks for which they have not been trained. Anyone who considers that they have received inadequate training or information before being exposed to new or increased risks should raise the matter with their line manager, who will bring it to the attention of the Headteacher.

Health and Safety Arrangements

This section explains the day-to-day arrangements in place for the management of health and safety across Archbishop Ilsley Catholic School.

Health and Safety Policies

This overall policy is supported by operational policies that provide more detailed guidance on specific health and safety matters. These documents do not supersede this policy and should be read alongside it. Further policies and guidance will be produced where required by changes in legislation or good practice. The Headteacher will review health and safety policies and, where appropriate, ensure Governing Body approval is obtained before publication.

Organisation

Specific health and safety roles and responsibilities are detailed in Section Two. The school supports and encourages employee participation because active involvement helps promote a positive safety culture, develop effective risk controls and safe systems of work, and reduce accidents and work-related ill health

Consultation

The school will promote open and constructive consultation with employees and their nominated representatives, including arrangements under the Safety Representatives and Safety Committees Regulations 1977 (as amended). The source policy states that the Health and Safety Working Party will meet at least twice each year. Incidents and concerns may also be addressed through relevant team meetings, including SLT and safeguarding updates.

Information, Instruction and Training

So far as is reasonably practicable, the school will provide suitable and sufficient information, instruction and training, including:

1. Induction information and training for new employees.
2. Health and safety information shared through team briefings, newsletters, leaflets, posters and other appropriate methods.
3. Training on a range of health and safety issues, as appropriate.

The school will use audits, inspections, accident investigations and face-to-face communication to raise awareness and understanding. This policy and future revisions will be communicated so that managers and staff understand its existence and their responsibilities.

Policy Implementation

All staff have operational responsibility for ensuring that school health and safety policies are implemented. Managers must communicate policies, procedures and safe systems of work and ensure premises, plant and equipment inspections are undertaken in line with statutory guidance and good practice. All employees must ensure, so far as is reasonably practicable, that work is carried out in accordance with school policies. The Senior Leadership Team may undertake a risk-based programme of audits and inspections.

Measuring Performance

Health and safety performance will be measured through:

1. Monitoring performance standards.
2. Regular audits and workplace inspections.
3. Accident and incident reporting and investigations.

Liaison with HRE and Occupational Health to check the effectiveness of health surveillance and identify early signs of health risks

Reviewing and Monitoring Performance

Performance will be measured against health and safety indicators and targets and reported at Management Team meetings, health and safety meetings and to Governors on a regular basis. The Governing Body may request reports on:

1. Accidents and incidents.
2. Internal or external health and safety inspection results.
3. Maintenance reports.
4. Complaints, hazards and defect reports.
5. Reviews of procedures carried out by the Headteacher.
6. Analysis of First Aid Accident Books.

The Headteacher will provide reports as required by the Governing Body. Health and Safety is a standing agenda item at Governors' meetings. The Governing Body will ensure that reasonable inspection facilities and information are provided on request to relevant authority officers, HSE inspectors and other bona fide health and safety officials.

Auditing

The Senior Leadership Team undertakes a risk-based programme of audits across school areas to check that health and safety policies are implemented and that, so far as is reasonably practicable, safe working practices operate. The source policy states that the Annual Statutory Testing return will be submitted to the Local Authority by the requested dates and made available for inspection.

Equality and Inclusion

The school will apply this policy fairly and consistently. The original policy records an Equalities Assessment; relevant equality considerations and reasonable adjustments should be taken into account when implementing health and safety arrangements.

Monitoring and Review

The original policy states that it will be reviewed annually. It records Governor ratification on 18 July 2023; on that basis, the annual review date is overdue. The policy should be reviewed and submitted for ratification in accordance with the school's governance arrangements.

Related Policies and Legislation

1. Operational Health and Safety policies and procedures referred to in Section 3.1.
2. Health and Safety at Work etc. Act 1974 and relevant health and safety regulations.
3. Safety Representatives and Safety Committees Regulations 1977 (as amended).
4. Fire Policy

Our Aim

Our aim is to prevent harm and maintain a safe and healthy environment for everyone who works, learns or visits the school. We ask all staff, pupils, governors, contractors and visitors to follow relevant safety arrangements, report hazards and work together to maintain high standards.

Appendix A: Health and Safety Contacts

Role	Name	Contact details
Interim Principal	Mr D Hearden	d.hearnden@ilsley.bham.sch.uk
Health and Safety Co-ordinator	Mr A Hicks	a.hicks@ilsley.bham.sch.uk
Health and Safety Co-ordinator	Mr F Howard	f.howard@ilsley.bham.sch.uk
Health and Safety Co-ordinator	Mr P Barker	pbarker@stocmac.org.uk
Designated Health and Safety Governor	Mr J Winterman	j.winterman@ilsley.bham.sch.uk