LUMEN CHRISTI CATHOLIC MULTI ACADEMY
HEALTH AND SAFETY FRAMEWORK

1. POLICY STATEMENT

Lumen Christi Catholic Multi Academy Health and Safety Framework aims, so far as is reasonably practicable to:

- Have health and safety as a core management function
- Establish and maintain safe working practices amongst staff, pupils, students and all visitors to the school sites
- Provide adequate control of the health and safety risks arising from their work activities.
- Provide and maintain a safe and healthy environment ensuring premises are maintained safely and are regularly inspected
- Provide and maintain safe plant and equipment ensuring equipment is maintained safely and is regularly inspected
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Reduce the number of accidents and cases of ill-health to as low a level as is reasonably practicable
- Provide information, instruction and supervision for staff
- Ensure all staff are competent to do their tasks, and to provide them with adequate training
- Have robust procedures in place in case of emergencies
- Consult with staff on matters affecting their health and safety
- Review and revise this policy as necessary at regular intervals

2. INTRODUCTION

Lumen Christi Catholic Multi Academy have produced this Health and Safety Framework to comply with the requirements of Section 2(3) of the Health and Safety at Work Act 1974.

This framework, which is issued with the approval of the Board of Directors, details the Lumen Christi Catholic Multi Academy's continued commitment to maintaining a high standard of Health and safety for all pupils, students, staff and visitors. The policy also describes the organisation and arrangements which have been established by the Lumen Christi Catholic Multi Academy to achieve these standards.

3. SCOPE

The Lumen Christi Catholic Multi Academy's has a legal and moral responsibility to manage and reduce all significant health and safety related risks. The provision and maintenance of safe workplaces and safe working practices so pupils, students, staff and visitors are not injured or suffer ill-health as a result of any of their activities is systemic in the Lumen Christi Catholic Multi Academy standard day to day operations.

The Lumen Christi Catholic Multi Academy recognises that it has responsibility for all staff working on its premises or conducting business elsewhere. In addition, it is responsible for all individuals, including pupils, students, visitors and contractors whilst on their premises and those in the community around them, who may be affected by the Lumen Christi Catholic Multi Academy activities.

This policy applies to all staff employed by Lumen Christi Catholic Multi Academy.

4. ROLES & RESPONSIBILITIES

4.1 BOARD OF DIRECTORS

The Board of Directors has ultimate responsibility for all health and safety matters within the Lumen Christi Catholic Multi Academy, however, will delegate day-to-day responsibility to the Chief Executive Officer (CEO).

The Board of Directors has a duty to take reasonable steps to ensure that staff, pupils and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Lumen Christi Catholic Multi Academy, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risk
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

4.2 CHIEF EXECUTIVE OFFICER

The CEO is responsible for:

- All Lumen Christi Catholic Multi Academy health and safety matters
- Ensuring the Lumen Christi Catholic Multi Academy has systems and processes in place to implement this framework
- Ensuring that adequate resources and appropriate facilities are available to meet the requirements of the framework
- Ensuring that inspections, audits, reports, recommendations and changes to legislation are fully considered and acted upon

4.3 CHIEF FINANCIAL OFFICER

The Chief Financial Officer is responsible for ensuring the implementation of this framework and reporting to the CEO and Finance and Facilities Committee on health and safety matters.

4.4 PRINCIPALS

Principals are responsible for health and safety within their school. This involves:

- Ensuring that the Health and Safety Framework is effectively implemented in all areas under their control
- Allocating sufficient resources to achieve the framework's objectives
- Ensuring there is enough staff to safely supervise pupils/students
- Reviewing the health and safety performance of areas under their control
- Understanding health and safety related policies and procedures and disseminating them through the organisation
- Ensuring that all levels of staff undertake the required health and safety training, including refreshers, according to their responsibilities
- Ensuring management health and safety responsibilities are contained within job descriptions
- Ensuring any issues relating to stress at work are to be referred to the Employee Relations department by the Principal in order to follow set procedure
- Ensuring RIDDOR is completed and forwarded to Birmingham City Council Safety Services

- Ensuring copies of completed accident forms to be retained within school
- Reporting on health and safety matters to the School Standards Committee on a termly basis

In the Principal's absence, the Vice Principal or a selected member of Senior Leadership Team (SLT) assumes the above day-to-day health and safety responsibilities.

4.5 BUILDING SERVICES MANAGERS/ SUPERVISORS

Premises staff are responsible for health and safety within their school. This involves:

- Being the nominated health and safety lead and fulfilling the role of competent person on Health and safety matters within their designated school
- Developing corporate health and safety related Policies and associated health and safety documentation
- Developing and delivering health and safety training
- Reporting on health and safety performance and issues to the Estates and Facilities Manager
- Reporting to the Estates and Facilities Manager any actions taken by enforcement agencies, both formal and informal, and monitoring progress made by the Lumen Christi Catholic Multi Academy in complying with statutory requirements
- Investigating accidents, near misses and cases of injury or ill health arising from health and safety
- Providing advice and guidance on health and safety issues at all levels of the Lumen Christi Multi Academy
- Ensuring that school buildings and premises are safe and regularly inspected.
- Ensuring appropriate evacuation procedures are in place and regular fire and lockdown drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Ensuring that assessments of hazards are undertaken, reviewed and communicated to all staff
- Ensuring that incidents, near misses and other work-related health issues are reported and investigated in line with the Lumen Christi Catholic Multi Academy framework
- Ensuring risk assessment control measures are implemented
- Maintaining health and safety related policies, procedures, details of first aid arrangements and emergency evacuation procedures and ensuring that these are communicated.
- Ensuring employee Health and safety training requirements are identified and implemented in line with the Lumen Christi Catholic Multi Academy framework and training needs analysis
- Giving consideration to deadlines to avoid compromising safe working practices contributing to work related stress
- Co-operating with the Estates and Facilities Manager to maintain safe working practices and safe working areas

- Ensure that pupils/students and others having access to premises where a regulated activity is carried out are protected against the risks associated with unsafe or unsuitable premises, by means of suitable design and layout and appropriate measures in relation to the security of the premises.
- Undertaking/commission adequate maintenance and where applicable, the proper operation of the premises and use of any surrounding grounds which are owned or occupied by the service provider in connection with the carrying on of the regulated activity
- Where premises are altered or their use changed, ensuring the continued safety and suitability of the premises is assessed and maintained
- Ensuring appropriate risk assessments are undertaken regarding the safety and suitability of the premises, when the Lumen Christi Catholic Multi Academy is not responsible for the premises in which education is delivered
- Ensuring all statutory premises inspections are undertaken
- Ensuring all equipment and plant are regularly inspected with a record of inspections retained in accordance with The Provision and Use of Work Equipment Regulations (PUWER)
- Managing contractors on site , following Lumen Christi Catholic Multi Academy procurement policy and procedures
- Updating the asbestos register when necessary
- Completing the annual risk assessments of condition of identified Asbestos Containing Materials (ACM's) Management of the Local Asbestos Management Plan and the monitoring procedures with in this.

4.6 STAFF

All staff have a duty to take care of pupils/students in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on all health and safety matters
- Work in accordance with training and instructions
- Inform their line manager and Estates and Facilities Manager of any work situation representing a serious and immediate danger so that remedial action can be taken
- Reporting accidents, incidents, near misses, cases of work-related ill-health and shortcomings in health and safety arrangements to their line manager or appropriate person
- Adhere to safe working procedures in accordance with school and Lumen Christi policies and where appropriate national guidelines
- Model safe and hygienic practice for pupils/students
- Understand emergency evacuation procedures and feel confident in implementing them

4.7 PUPILS/ STUDENTS AND PARENTS

Pupils/Students and parents are responsible for following the school's health and safety advice, on-site and off-site (when participating in a school activity) and for reporting any health and safety incidents to a member of staff who will, where necessary, escalate to the Principal.

4.8 CONTRACTORS

Contractors will agree health and safety practices, including the submission and approval of detailed risk assessments, valid insurance at an appropriate level, and appropriate certification/ professional registration (if needed) with the Building Manager/Supervisor before commencing work, in accordance with Lumen Christi Catholic Multi Academy procurement policy and procedures

Prior to work commencing, the contractor will be inducted by the Building Manager/ Supervisor who will ensure the contractor has relevant DBS certification (or appropriate supervision is in place), has signed in, has an ID badge, is familiar with the working environment and where they can and cannot access, is familiar with Lumen Christi Catholic Multi Academy policies and procedures, where and how the contractor can source a hot works permit to work (if required) and have undertaken checking of the asbestos register. Working in accordance to work permits such as hot works (if required) and have undertaken checking of the asbestos register

4.9 EMPLOYEE REPRESENTATION

Union Safety Representatives will be recognised in line with the Safety Representatives and Safety Committee Regulations 1977. Unions are recognised by Lumen Christi Catholic Multi Academy as playing an important role in partnership to the management of health and safety within Lumen Christi.

Recognised Trade Union Representatives have the rights and function as set out in the above legislation.

For schools which do not have in place Union Safety Representatives, Lumen Christi Catholic Multi Academy will seek to communicate with staff via the Premises staff group under the Health and Safety (Consultation with Employees) Regulations 1996.

5. PROCEDURES

5.1 ACCIDENT/INCIDENT/WORK RELATED ILL-HEALTH CASE/NEAR MISSES

Any of the above are required to be recorded on the relevant report form/system.

5.1.1 ACCIDENT RECORD BOOK

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The completed form is to be returned to the BCC Safety Services via the electronic reporting system.

As much detail as possible will be supplied when reporting an accident.

5.1.2 REPORTING TO THE HEALTH AND SAFETY EXECUTIVE

The Principals will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) and report to the Estates and Facilities Manager.

The school will report these to the Health and Safety Executive and BCC Safety services as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries; specifically:
    - Fractures, other than to fingers, thumbs and toes.
    - Amputations.
    - Any injury likely to lead to permanent loss of sight or reduction in sight.
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital.
    - Note: There is no requirement to report incidents where people are taken to hospital purely as a precaution when no injury is apparent

- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment.
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

5.1.3 NOTIFYING PARENTS
A designated member of staff in school will inform parents and the Principal of any accident or injury sustained by a student, and any first aid treatment given, on the same day.

5.1.4 REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES
The Principal will notify the CEO and Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 10 days after the incident.

The Principal will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a student while in the school's care.

5.2 ASBESTOS
Lumen Christi acknowledges the Health hazards arising from exposure to asbestos and will protect pupils/students/staff and other persons potentially exposed as far as is reasonably

practicable. This will be achieved by minimising exposure through the management of asbestos containing materials in the workplace premises.

5.3 CCTV
Where schools have CCTV installed they will refer back to their local procedures and may use footage as a means of completing investigations where necessary.

5.4 CONTROL OF CONTRACTORS
Building Managers/Supervisors will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to staff, other persons on site and the public.

Furthermore, Lumen Christi Catholic Multi Academy is committed to ensuring that where any construction work is carried out at its premises, it is done so without risks to the health and safety of its staff or others and in accordance with the requirements of the Construction (Design and Management) Regulations 2015 and related statutes. Please also see Section 4.8.

5.5 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)
Lumen Christi Catholic Multi Academy acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff and others to substances hazardous to health is prevented or at least controlled to within statutory limits.

Hazardous substances can take many forms including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Lumen Christi Catholic Multi Academy undertakes to control exposure by where reasonably practicable. Where exposure cannot be adequately controlled, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with staff or their representatives.

All staff will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health. COSHH risk assessments are completed by Building Managers/Supervisors or Heads of Department i.e. Science and circulated to all employees who work with hazardous substances.

All staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products will be stored as noted on the manufacturer's guidelines and in line with any regulations i.e. COSHH. Where no regulations exist, as a minimum they will be kept in a lockable cupboard with limited access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

5.6 DISPLAY SCREEN EQUIPMENT (DSE)
All reasonable steps will be taken by Lumen Christi Catholic Multi Academy to secure the health and safety of staff who work with Display Screen Equipment.

Lumen Christi Catholic Multi Academy acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the Lumen Christi to ensure that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of Display Screen Equipment can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns. Lumen Christi Catholic Multi Academy will seek to give information and training to enable a fuller understanding of these issues.

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out by a member of staff trained to do so.

'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

5.7 DRIVING AT WORK
Lumen Christi Catholic Multi Academy recognises that the use of motor vehicles on Lumen Christi business requires additional health and safety measures to protect both staff and third parties.

Lumen Christi Catholic Multi Academy provides fully comprehensive occasional business use insurance for staff that use their own vehicles for business purposes i.e. to attend training courses, commute between sites etc.

It is the staff's responsibility to ensure that any vehicle they use for business is road worthy and complies with all national legislation and guidance.

It is also the staff member's responsibility to ensure they fully comply with Lumen Christi Catholic Multi Academy Safeguarding Policy, and local policies in relation to the transportation of pupils/students.

5.8 ELECTRICAL EQUIPMENT SAFETY
All reasonable steps will be taken to secure the Health and safety of staff who use, operate or maintain electrical equipment. The Lumen Christi Catholic Multi Academy acknowledges that work with and on electrical equipment can be hazardous and it is therefore Lumen Christi Catholic Multi Academy intention to reduce the risks as far as is possible.

5.9 FIRE SAFETY
Lumen Christi Catholic Multi Academy recognises the importance of protecting pupils, students, staff, visitors and others from any fire-related risks associated with the work undertaken and is committed to complying with any relevant legal duties and obligations. As far as is reasonably practicable, all steps shall be taken to prevent fire from occurring.

5.10 FIRST AID AT WORK

Lumen Christi Catholic Multi Academy is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work areas under the control of the Lumen Christi.

To this end, the Lumen Christi will provide information and training on first aid to staff to ensure that statutory requirements of the Health and Safety (First Aid) Regulations 1981 are adhered to.

5.11 GAS SAFETY
Building Managers/Supervisors will ensure that:

- Installation, maintenance and repair of gas appliances and fittings is only carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

5.12 INFECTION PREVENTION AND CONTROL
Lumen Christi Catholic Multi Academy follows national guidance published by Public Health England (PHE) when responding to infection control issues. Lumen Christi Catholic Multi Academy will encourage staff and pupils/students to follow this good hygiene practice, outlined below, where applicable.

Staff will ensure that the storage of all medications fully comply with the local Management of Medicines Policy.

5.12.1 HANDWASHING
All pupils, students, staff and visitors are expected to adhere to the following directions whilst on site at Lumen Christi schools:

- Wash hands with liquid soap and warm water, and dry hands
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

5.12.2 COUGHING AND SNEEZING
All pupils, students, staff and visitors are expected to adhere to the following directions whilst on site at Lumen Christi schools:

- Cover mouth and nose with a tissue and dispose appropriately
- Wash or sanitise your hands after using or disposing of tissues

5.12.3 PERSONAL PROTECTIVE EQUIPMENT

All pupils, students, staff and contractors are expected to adhere to the following directions whilst on site at Lumen Christi schools:

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing, during first aid etc.)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

5.12.4 CLEANING OF THE ENVIRONMENT

All staff and contractors are expected to adhere to the following directions whilst on site at Lumen Christi schools:

- Clean the environment, including toys and equipment where appropriate, frequently and thoroughly

5.12.5 CLEANING OF BLOOD AND BODY FLUID SPILLAGES

All staff and contractors are expected to adhere to the following directions whilst on site at Lumen Christi schools:

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

5.13 LAUNDRY

All staff and contractors are expected to adhere to the following directions whilst on site at Lumen Christi schools:

- Wash laundry in a separate dedicated facility.
- Wash soiled garments separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled garments.
- Bag children's soiled clothing to be sent home, never rinse by hand.

5.14 CLINICAL WASTE

All staff and contractors are expected to adhere to the following directions whilst on site at Lumen Christi schools:

- Always segregate domestic and clinical waste, in accordance with local policies.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

5.15 ANIMALS

All pupils, students, staff and visitors are expected to adhere to the following directions whilst on site at Lumen Christi schools:

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.

- Dispose of animal waste regularly, and keep litter boxes away from students.
- Supervise pupils/students when they are in contact with animals.
- Seek veterinary advice on animal welfare and animal health issues.

5.16 PUPILS/STUDENTS VULNERABLE TO INFECTION
Some medical conditions make staff, pupils and students vulnerable to infections that would rarely be serious in most children. The schools will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly.

5.17 EXCLUSION PERIODS FOR INFECTIOUS DISEASES
The schools will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, Lumen Christi Catholic Multi Academy will follow advice from Public Health England about the appropriate course of action.

5.18 LETTINGS
Those who hire any aspect of the school sites or any facilities will be made aware of the content of the school's local health and safety policy and will having read and signed the lettings form will have responsibility for complying with it.

5.20 SCHOOL MINIBUS
Lumen Christi Catholic Multi Academy acknowledges the additional risks in relation to school minibuses. In order to reduce the risks, the School Minibus Policy should be adhered to. This policy sets out the expectations in relation to school minibus usage and regulations.

5.20 LONE WORKING
Lumen Christi Catholic Multi Academy acknowledges that lone working situations cannot be eliminated, which might include late or weekend working, off site visits and/or working in a single occupancy office. Prior to undertaking any form of lone working, Lumen Christi Catholic Multi Academy Lone Working Policy should be referred to, to ensure full compliance.

Potentially dangerous activities, such as those where there is a risk of falling from height, must not be undertaken when working alone. If there are any doubts about the task to be performed it will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

5.21 MONITORING HEALTH AND SAFETY
Lumen Christi Catholic Multi Academy acknowledges that effective monitoring arrangements must be in place to ensure effective health and safety standards are maintained.

Building Managers/Supervisors will work with their Principal to introduce a review and monitoring programme focusing on the following areas:

- Review new and upcoming health and safety legislation to ascertain its impact on the school
- Reviews of all health and safety related policies

- Reviews of health and safety guidance documents
- Staff engagement with reviewing applicable risk assessments and safe working procedures
- Numbers and types of incidents and cases of work-related ill-health

Lumen Christi Catholic Multi Academy health and safety performance will be reported at least annually to the Board of Directors by the Principal Finance Officer

5.22 MOVING AND HANDLING
Lumen Christi Catholic Multi Academy acknowledges that due to the nature of work it undertakes, moving and handling activities present a risk to staff.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture and have relevant training to do so. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The schools will ensure that proper mechanical aids and lifting equipment are available in school, and that there will be staff available who are trained in how to use them safely and Risk assessments have been carried out prior to use.

Staff, pupils and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out
- Ensure the load is held close to the body and firmly
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

5.23 NEW AND EXPECTANT MOTHERS
Lumen Christi Catholic Multi Academy will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers and of their unborn children.

Lumen Christi Catholic Multi Academy undertakes to assess all risks to new and expectant mothers arising from their work activities and to take implement appropriate control measures.

Risk assessments will be carried out whenever any employee/ volunteer or student notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

The schools will inform all staff if there has been a case of any of the above viruses within the school.

5.24 NOISE AT WORK
Lumen Christi Catholic Multi Academy will take all reasonable steps necessary to ensure that the risk of hearing damage to staff who operate noisy equipment or work in a noisy environment is reduced to a minimum.

Lumen Christi also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

Lumen Christi will also take all reasonable steps to minimise the disturbance caused by noise from Lumen Christi premises affecting people in the neighbourhood.

5.25 OFF-SITE VISITS AND SPORTS FIXTURES
When taking pupils/students off the school premises, Lumen Christi Catholic Multi Academy will ensure that:

- A risk assessment has been completed and approved prior to the visit taking place (generic risk assessments for all sports fixtures are to completed at the start of each year by a PE teacher)
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5.26 PERSONAL PROTECTIVE EQUIPMENT (PPE)
Lumen Christi Catholic Multi Academy will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by Lumen Christi to secure the Health and safety of staff who work with PPE. It is the member of staff's responsibility to notify their line manager when their PPE becomes in need of replacement.

Lumen Christi acknowledges that Health and safety hazards will have been identified if this equipment is used. It is the intention of Lumen Christi to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

5.27 PRESSURE SYSTEMS
Lumen Christi Catholic Multi Academy will, so far as is reasonably practicable, ensure that all pressure systems used or owned are safe, in accordance with the Pressure systems safety regulations 2000 (PSSR). The design, construction, repair and modification of pressure

systems will be managed so as to prevent danger and such relevant information as is required in law, will be made available and kept for record purposes.

5.28 RECORDS
Lumen Christi Catholic Multi Academy acknowledges both the managerial and legislative requirement for effective Health and safety record keeping.

Premises Managers/ Supervisors are responsible for the central administration of document control procedures, obtaining the correct authorisations, maintaining document identity and issue status, controlling distribution, updating and keeping archive files at their schools.

Staff are responsible for maintaining health and safety records wherever applicable.

5.29 RISK ASSESSMENT (HEALTH AND SAFETY)
Lumen Christi Catholic Multi Academy will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with the use of premises and working operations together with any necessary remedial actions. Such as Working at height etc.

Appropriate risk assessments will be undertaken prior to any off site trips, visits or extra-curricular activities taking place.

Where premises are altered or their use changed, the continued suitability of the premises will be assessed.

5.30 SECURITY
Building Managers/ Supervisors are responsible for the security and safety of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

5.31 VIOLENCE AT WORK
Lumen Christi Catholic Multi Academy believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards their staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager or Principal immediately. This applies to violence from pupils, students, visitors or other staff.

5.32 SIGNS/SIGNAGE
Safety signage will be provided where required throughout Lumen Christi. The safety signage will conform to the requirements of the Health and Safety (Signs and Signals) Regulations 1996.

5.33 SLIPS, TRIPS AND FALLS
Lumen Christi Catholic Multi Academy acknowledges that slips, trips and falls are the most common cause of major injuries in the United Kingdom.

Lumen Christi Catholic Multi Academy will take all reasonably practicable measures to ensure that all workplaces and grounds under its control, are safe and without unnecessary risks of slips, trips and falls to all persons accessing them.

5.34 SMOKING
Lumen Christi Catholic Multi Academy operates a policy of no smoking and vaping on any of its properties including vehicles for students, staff, contractors and visitors. Signage indicating this policy is clearly displayed across its sites.

5.35 STRESS AT WORK
Lumen Christi Catholic Multi Academy recognises that, whilst a degree of stress can be a positive force at work, excessive pressure can have a negative effect on health and on performance at work.

Lumen Christi Catholic Multi Academy is committed to promoting good health and wellbeing at work and is therefore concerned to recognise the negative effects that stress may have. Lumen Christi Catholic Multi Academy recognises the importance of identifying and reducing workplace stressors through risk assessment and systems are in place within the schools for responding to individual concerns, monitoring staff workloads and providing suitable support mechanisms for members of staff suffering from the negative effects of stress.

Lumen Christi Catholic Multi Academy will refer any employee to Occupational Health for an assessment if they are concerned.

5.36 TRAINING
Increasing knowledge and awareness through information and training plays an important part in Lumen Christi Catholic Multi Academy systems for managing Health and safety.

For all staff joining the Lumen Christi Catholic Multi Academy or moving to a different location across the schools, induction training will be provided.

Staff who work in high-risk environments, such as in science laboratories or with woodwork equipment, or work with students with special educational needs (SEN), are given additional Health and safety training in line with risk assessment recommendations.

5.37 WASTE MANAGEMENT
Lumen Christi Catholic Multi Academy is committed to ensuring the health, safety and welfare of its staff and of others who may be affected by the waste materials which result from its work. The policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

5.38 WATER SAFETY MANAGEMENT
Lumen Christi Catholic Multi Academy operates a wide number and variety of buildings and understands that the air conditioning, heating and water systems present a legionella hazard.

To manage the hazard posed by water, all locations have scheduled testing of water systems with records retained and monitoring any action taken when identified, ensuring all testing is up to L8 standard.

5.39 WORK EQUIPMENT
Lumen Christi is responsible for ensuring that all work equipment is maintained according to the manufacturer's specifications through Planned Preventative Maintenance Programmes (PPM`s).

Only trained personnel should be allowed to operate work equipment without supervision. It is the duty of all staff to read, understand and comply with the instructions for use of any items of equipment used.

Where equipment is hired in, the supplier will be asked to supply inspection and maintenance documentation for the equipment in line with the requirements of the Provision and Use of Work Equipment Regulations 1998.

When new equipment is purchased, it is to be checked by the member of staff responsible for its use to ensure that it meets appropriate educational standards.

All equipment is to be stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

5.40.1 SPECIALIST EQUIPMENT
Individuals are responsible for their own equipment including wheelchairs. In schools, staff will promote the responsible use of wheelchairs.

5.40.2 PE EQUIPMENT
Staff are responsible for:

- Teaching pupils/ students how to carry out and set up PE equipment safely and efficiently and in accordance with national guidelines
- Checking that PE equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported immediately to the Premises Manager/ Supervisor

The Building Manager/ Supervisor is responsible for ensuring PE equipment is maintained and inspected in accordance with the manufacturer's specifications.

5.41 WORKING AT HEIGHT
It is Lumen Christi Catholic Multi Academy policy to avoid any work at height where it is reasonably practicable to do so. Working at height is defined as any height where you are working with your feet off the ground. Where working at height is unavoidable, then all reasonable steps shall be taken by Lumen Christi Catholic Multi Academy to ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Building Manager/ Supervisor retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by suitably trained persons
- Ladders will have an annual safety inspection, clearly labelled detailing the date of last inspection. They will be inspected monthly by the The Building Manager/ Supervisor and records kept.

The staff members and any other person involved in the work activity shall cooperate in the implementation of this policy.

5.42 WORKING TIME
Lumen Christi Catholic Multi Academy will comply with the requirements of the Working Time Regulations 1998 (as amended).

5.43 YOUNG PERSONS (16-18)
The Lumen Christi Catholic Multi Academy is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.

The Lumen Christi Catholic Multi Academy will assess and document the additional risks and measures provided, to ensure the Health and safety of young persons.

The Lumen Christi Catholic Multi Academy is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

6. IMPLEMENTATION
This policy will be disseminated to all staff.

7. MONITORING COMPLIANCE WITH AND EFFECTIVNESS OF THIS POLICY
The effectiveness and compliance of this Policy will be monitored by the Premises Management Group. This will be done in the following ways:

- A review of the policy every 3 years
- By the Principal Finance Officer and as part of the on-going reporting process.
- At least annually, health and safety reports will be submitted to the Board of Directors by the Principal Finance Officer

8. REVIEW
The Finance and Facilities Committee will monitor the outcomes and impact of this policy on a regular basis in conjunction with local union secretaries.

9. EQUALITY AND DIVERSITY
Lumen Christi Catholic Multi Academy is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its pupil/ student population and its workforce, ensuring that no individual or group is disadvantaged.

10. LEGISLATION
This policy is based on advice from the Department for Education on Health and safety in schools and the following Acts and Regulations:

- The Health and safety at Work Act 1974
- The Management of Health and safety at Work Regulations 1992
- The Management of Health and safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- Occupiers Liability Act 1984
- Road Safety Act 2006
- Employment Rights Act 1996
- Equality Act 2010
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and Safety (Offences) Act 2008
- Safety Representatives and Safety Committees Regulations 1997
- Health & Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- The Health & Safety (Training for Employment) Regulations 1990
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment Work Regulations 1992
- The Work place (Health & Safety & Welfare) Regulations 1992
- Health & Safety (Consultation with Staff) Regulations 1996
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- Employers Liability (Compulsory Insurance) Regulations 1998
- The Management of Health & Safety at Work Regulations 1999
- The Pressure System Safety Regulations 2000
- The Control of Substances Hazardous to Health Regulations 2002
- Control of Vibration at Work Regulations 2005
- Control of Noise at Work Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos at Work Regulations 2012
- Health and Safety (Fees) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015

LUMEN CHRISTI CATHOLIC MULTI ACADEMY

HEALTH AND SAFETY FRAMEWORK

Date Approved/Approving Body:	16.7.25, Board
Signed:	Bernard O'Driscoll, Acting Chair of the Board
Minuted:	Hollie Parrish 16.7.25
Date of Next Review:	Summer 2026