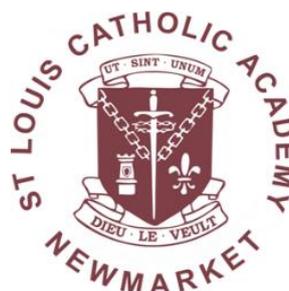


**St Louis Catholic Academy, Newmarket**  
**Part of Our Lady of Walsingham Catholic Multi Academy Trust**

*Learning Together in Faith*



**Local Health and Safety Policy Addendum**

Approved by the Committee/Governing Body	3-2-2021
Signature of Chair of Governors	Kathleen Das and Charles dore
Signature of CEO OLOW	<i>Alexsa B. Selway.</i>
Review date	February 2024

**MISSION STATEMENT**

**Our school strives to be a living Christian Community which values and nurtures each individual through a sound education and encourages responsible attitudes towards our changing world.**

**St Louis Academy Local H&S Arrangements Addendum**

## Roles & Responsibilities regarding H&S

- **Executive Head of School, Clare Clark** Trust Responsibilities
- **Head of School, Sue Blakeley**: Trust responsibilities + the following:
  - keyholder
- **Site Manager, Matteo Muscionico**: Trust responsibilities + the following
  - Designated H&S lead reporting to Executive Head and Head of School
  - Main keyholder
  - Report regularly to the Executive Head and Head of School on health and safety issues
  - Carry out premises related risk assessments as required, and advise the Executive Head and Head of School on appropriate controls
  - Engage external Health and Safety experts as appropriate, following financial regulations, receiving their reports, sharing findings and taking any necessary action which relates to him/her
  - Ensure that Site Manager's Checks are carried out as set out in the schedule detailed in the Health and Safety Policy
  - Assist with accident/incident reporting by using the relative forms and the also by using the Cambridgeshire County Council CCC reporting website
  - Assist other members of staff with carrying out relevant risk assessments
  - Overall responsibility for fire marshalling and training of Fire Marshals
  - Overall responsibility for asbestos management
  - Overall responsibility for legionella preventative measures
- **Senior leadership team** (Gary Rolfe, Chris White, Kathryn Feehan, Karen Bryan):
  - Carry out curriculum related risk assessments in consultation with subject leaders
  - Trained keyholders with responsibility for site security when delegated
  - Carry out educational visit risk assessments
- **Administrative Team** (Antoinette Jones, Amanda Barlow, Jane Phillips, Maureen Davis):
  - Report accident/incidents using online reporting systems
  - Co-ordinate supplies to trained First Aiders
  - Co-ordinate information sharing about children's allergies and special medical needs
- **Teachers**:
  - Carry out visual checks of their classrooms for Health and Safety Compliance
- **Cleaners** (Andreina Della Rocca, Ewelina Kielis) and **Catering Team**: Trina Marshall, Tracy Woollard, Dionne Hawes, Joanne Long.
  - Receive COSHH training and comply with regulations
  - Ensure that all equipment is safe to use by doing routine daily visual checks
  - Ensure that the school H&S policy is adhered to
- **All Staff**
  - Report accidents and incident immediately to the Site Manager
  - Ensure that they read and sign to say that they understand risk assessments that are relevant to their roles and responsibilities

Report any safety concerns immediately to their line manager and the Site Manager

## **H&S Induction**

The school provides an induction to new joiners by means of an “Induction Booklet” which is given out during the recruitment process; staff members are then asked to sign a disclosure that they have read and understood the content. A record of this is then filed in the personnel folder and also on the school intranet site.

Relevant H&S contents of such booklet are as follows:

- Health and Safety Policy
- Fire drill procedures and meeting points
- Fire marshalls
- Process for signing in and out of school
- Recording incidents
- First aiders
- Asbestos

## **H&S Monitoring**

The school have adopted the Trust H&S monitoring system with the following changes:

- Termly “H&S walkaround” by Site Manager with some or all of the following: Executive Head, Head of School and Health and Safety lead governor
- Termly H&S walkarounds conducted with the help of an agreed checklist, dated and signed by the relevant parties
- Termly PHS (premises Health and Safety meetings) which include the following in the agenda:
  - 1) Review of previous Walkaround findings,
  - 2) Review of Site Manager inspection programme findings,
  - 3) Review of yearly H&S audits
  - 4) Review of H&S policy + local arrangements

## **Site Security**

Matteo Muscionico is responsible for the security of the school site in and out of school hours: he is also responsible for opening the site in the morning (except Thursdays) and “soft close” the site in the evenings (except Thursdays), with a full site close Friday evening.

Sue Blakeley is responsible for ad-hoc security when the Site Manager cannot attend.

The Senior Leadership Team is also responsible for site security, especially opening and closing the site, where on a rota to do so.

The cleaning contractors (ADC Cleaning) are responsible for closing the remaining doors & gates in the evening (Monday to Thursday) and setting both alarms; they are also responsible for opening and closing the site on a Saturday, when they carry out their contracted cleaning hours.

## EQUALITY IMPACT ASSESSMENT for SCHOOL POLICIES

		Yes / No	Comments
1.	Does the Policy/Guidance affect one group less or more favourably than another on the basis of:		
	<ul style="list-style-type: none"> <li>● Age (for policies affecting staff)</li> </ul>	N/A	
	<ul style="list-style-type: none"> <li>● Disability</li> </ul>	N	
	<ul style="list-style-type: none"> <li>● Sex</li> </ul>	N	
	<ul style="list-style-type: none"> <li>● Gender reassignment</li> </ul>	N	
	<ul style="list-style-type: none"> <li>● Pregnancy/maternity</li> </ul>	N	
	<ul style="list-style-type: none"> <li>● Race (which includes colour, nationality and ethnic or national origins)</li> </ul>	N	
	<ul style="list-style-type: none"> <li>● Sexual orientation</li> </ul>	N	
	<ul style="list-style-type: none"> <li>● Religion or belief</li> </ul>	N	
	<ul style="list-style-type: none"> <li>● Marriage / civil partnership</li> </ul>	N	
2.	Is there any evidence that some groups are affected differently?	N	
3.	If we have identified potential discrimination are any exceptions reasonable, legal and justifiable?	N	
4.	Is the impact of the policy/guidance likely to be negative?	N	Policy states that allowances are made for pupils with additional needs
5.	If so, can the impact be avoided?	N	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N	
7.	Can we reduce the impact by taking different action?	N	

Equality Impact Assessment carried out by:

Date: