The Cardinal Wiseman Catholic School

Omnia Pro Christo – All Things for Christ

Health and Safety Policy 2026/27

Our Ethos

The Cardinal Wiseman Catholic School subscribes to the ethos and vision encapsulated by "All things for Christ" (Omnia Pro Christo).

Thus, our commitment to the development of human ecology, divine inspiration, Catholic Social Teaching, the counter-cultural element of our work and a constant quest for excellence inspire us daily. We want our students to flourish at Cardinal Wiseman in order that they will have the knowledge, skills, compassion and agency to make the world a better place.

Date approved by Governors	October 2026
Date of next approval	October 2027

Health and Safety Policy

Drafted by: Site Manager
Approved by Governors on: October 2026
Reviewed: October 2026
Next Review: To be determined by the Headteacher and Governing Body
Person(s) (position, not name) to perform review: Health and Safety Officer and Site Manager

This policy should be read in conjunction with all other policies and not as a standalone policy

Governing Body

The Governing Body, as the employer, recognises that it has a duty to take such measures within its power to ensure that the school premises are safe and not hazardous to the health of staff, students or visitors. Whilst the BSF programme is in place this policy is regularly reviewed and updated.

Key Managers

The Headteacher, Site Manager and the Health and Safety Officer are the key managers and are responsible for ensuring that staff, students and visitors follow the Health and Safety regulations. Health and Safety is an integral part of every employer and employee's role and responsibility.

Aims

To provide a safe, healthy and secure environment for all those who are using the school site.

Objectives

- To give the maximum security and protection to students consistent with their need to have a wide and varied experience.
- To ensure suitable treatment is available for those who are injured, or taken ill, on the school site.
- To ensure that suitable precautions are taken against fire.
- To protect and secure the buildings, contents and equipment against fire.

Guidelines

- Staff, contractors and visitors to the school should be expected to regard student safety as a top priority at all times.
- Constant vigilance is required in checking, identifying, reporting and following up on perceived hazards observed on site. Gas leaks,

electrical malfunctions and water leaks must be reported immediately to the Site Manager/Headteacher.
- Any potential fire hazards must be minimised without delay.
- To facilitate attendance of ambulances, fire engines and other emergency services, good parking discipline must be maintained and access routes on site must not be blocked at any time.
- Traffic on site should be restricted to a maximum speed of 5 m.p.h. and drivers should be aware of the priority given to student safety.
- Students must be given safety briefings before using practical and laboratory areas and equipment.
- Students must be given safety briefings before going out on visits.

Implementation
- All staff should know the correct procedure for calling emergency services.
- There should be a qualified First Aider available at all times when students are in school.
- The Medical Room, first aid equipment and materials are to be checked and maintained on a regular basis.
- Fire practice drills are to be held at regular intervals and fire equipment is to be checked regularly and maintained.
- The Site Manager's duties include checking the security of the buildings and also carrying out checks for possible hazards.
- Mid-Day supervisors are to look after the safety of students in the Dining Hall at lunchtime.
- The school minibus is to be maintained to a good standard, equipped with a first aid kit, and driven only by LA approved drivers. Insurance covers any adult person with D1 licence to drive a mini bus

Evaluation
- Records of accidents and injuries will be kept and checked in order to monitor the safety of students.
- Fire procedures will be modified should a fire practice reveal any problems.
- The security of the buildings and equipment will be reviewed in the event of any incident and/or theft in order to see if any procedures may be improved.

Details of Responsibilities

1. Individuals

It is the responsibility of every employee:

- to take reasonable care of the health and safety of himself/herself and others, who may be affected by his/her acts or omissions at work.
- to report hazardous situations to their line manager, premises staff, the Site Manager and Health and Safety Officer either by telephone or by completing a Defect Report Form (available from Reception).
- To follow school procedures in how to summon assistance in the event of an emergency e.g. calling an ambulance. (See Appendix 3)

It is the responsibility of all students:

to follow the School's Code of Conduct in order to ensure their own and others' health and safety while in school.

2. General

In accordance with the general statement of intent, all steps that are reasonable and practicable will be taken to ensure the health, safety and welfare at work of all employees, a duty which includes, in particular the provision and maintenance of:

- plant, equipment and systems of work that are safe and without risk to health.
- safe arrangements for the handling, storage and transport of articles or substances.
- such information, instruction, training and supervision as are necessary to ensure the health and safety of all its employees.
- a safe place of work and safe means of access thereto and egress therefrom.
- a healthy working environment.
- adequate welfare facilities.

3. Governing Body

It is the responsibility of the appropriate committees of the Governing Body to consider all issues relating to Health & Safety and to report back to each meeting of the full Governing Body.

The Governing Body has agreed to delegate the management and organisation of Health & Safety as follows:-

3.1 Headteacher

- The Headteacher is responsible and accountable to the Governing Body for implementing the School's Health and Safety Policy and for all matters relating to health, safety and welfare within the establishment.

- The Headteacher must ensure that the agreed procedures for reporting all defects, hazards and problems regarding health and safety matters and functions operate efficiently and effectively.
- The Headteacher will ensure that schemes of work, where appropriate, demonstrate that arrangements are in place regarding adequate information, guidance and supervision of health and safety matters.

3.2 Health and Safety Officer

The Health and Safety Officer, with the Site Manager, will be responsible to the Headteacher (if they are not the Health and Safety Officer) for:

- the day to day management of health and safety matters and keeping the Headteacher informed.
- ensuring that members of staff are briefed on all health and safety issues and the action required.
- monitoring health and safety procedures and ensuring that the systems are in place and working effectively for reporting and rectifying hazards
- keeping himself/herself and others briefed on Health and Safety Legislation.
- ensuring good communication on health and safety, including distribution of health and safety documents.
- liaising with outside agencies.
- monitoring risk assessment procedures, arranging for termly hazard inspections to be carried out with appropriate follow-up action, and reporting to the Governors' Premises Committee.
- ensuring that there are adequate first aid facilities at all times.
- liaising with heads of faculty and other school departments and ensuring safety procedures and policy agreements are adhered to.
- arranging water quality testing reports to be carried out at least every half-term by our ME company's water testing division.
- ensuring that adequate fire control appliances are available throughout the school and that these are inspected at least annually.

3.3 Site Manager

The Site Manager is responsible to the Headteacher for health and safety issues, including:

- co-ordinating all maintenance work carried out on site.
- ensuring the security of all school buildings, and setting of alarms.

- compiling and maintaining a School Defects Register and identifying known hazardous materials (e.g. asbestos, flammable materials, etc.).
- ensuring that all contractors are aware of the location of hazardous materials within the school.
- ensuring good communication within the school with regard to health and safety matters.
- ensuring that all members of the cleaning staff are aware of the school's health and safety policy and how it affects their work (e.g. storage of chemicals, use of equipment) and monitoring this.
- ensuring that all statutory safety notices and signs appropriate to the particular area of the school/workplace are displayed.
- keeping himself briefed on Health and Safety Legislation.
- monitoring the cleaning contract as necessary.

3.4 Heads of Departments

Heads of Departments are responsible for:

- ensuring that all staff under their control receive instruction in their duties regarding health and safety and are adequately trained in the use of equipment.
- where appropriate, being aware of regulations, codes of practice and guidance notes relating to their specialist areas
- in the case of Science, Technology and Physical Education, producing a departmental safety policy/risk assessment defining safe working arrangements and bringing it to the attention of new staff and supply teachers.
- ensuring that health and safety procedures are detailed in schemes of work, when appropriate.
- ensuring that everything received from suppliers – equipment, machinery, substances, etc., is accompanied by adequate information and instruction prior to use.
- ensuring that a copy of the school's fire drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.
- informing the School Business Manager or the Site Manager of all problems, defects and hazards relating to the building
- informing relevant technical support of defects and hazards relating to media equipment. Inform the ICT Support Manager of any computer related hazards.

3.5 Staff

All members of staff are responsible and accountable to their Head of Department for the implementation of the School's Health and Safety Policy in the performance of their duties. Each member of staff must be familiar with the policy and its implications, procedures and practices relating to the whole school.

Staff must conform to responsibilities as laid down in their Departmental Safety Policy and safe working arrangements, and they have a legal responsibility under the *Health and Safety at Work Act* to report any possible hazard or defects. This should be to their Head of Department, if it affects the functioning of the Department, and to the School Business Manager or the Site Manager for rectifying the matter.
Staff must ensure that, where particular conditions apply, all students or persons under their supervision must receive instruction and be provided with on-the-job training to enable them to operate in a safe and efficient manner.

4. ARRANGEMENTS

4.1 Governing Body

The terms of reference of the Governing Body's Premises Committee will include standard items relating to Health and Safety matters. The Committee will report to the full Governing Body any issues of concern.

4.2 Fire Regulations

Fire drills will be carried out regularly and fire drill regulations should be prominently displayed throughout the school. Staff should be familiar with the different types of fire extinguisher and on for what type of fire each extinguisher is suitable.

All staff should be familiar with emergency drills, escape routes and assembly points. This information is available in Appendix 1.

4.3 Security

The procedures for clearing the school at the end of each day, and the setting of the alarms are the responsibility of the Site Manager. The users of dangerous or high value items (such as chemicals, televisions, computers etc.) should ensure that such items are secure on completion of use.

Security and visitors to the School

The security procedure relating to visitors is:-

- to report to Reception as soon as entering the premises to sign in and collect a visitor's badge.

- to wait to be collected, or proceed if authorised.

All staff should be prepared to challenge any unidentified or unknown people, around the School or report their presence to a senior member of staff.

4.4 First Aid

If an accident occurs, the School Welfare Officer, or in his/her absence, an authorised First Aider, should be informed immediately.

4.5 Accidents

All serious accidents should be reported online to the LA https://ealing.info-exchange.com/SchoolIncidents within twenty-four hours using the appropriate Accident Report Form. The Headteacher should also receive a copy of the form so that an appropriate investigation may be carried out and a signature appended.

Should there be reason to believe that a student may be suffering from a non-accidental injury, a senior member of staff should be informed immediately.

4.6 Long Term illnesses/conditions requiring medication

Please consult the school's Medical Policy in regard to procedures dealing with these.

4.7 Equipment

Electrical testing of the School's electrical equipment will be carried out in line with the current regulations. The use of personal electrical items is discouraged. If personal electrical items are brought into school, they should be tested before use. Further guidelines regarding safety when using school equipment are given in Appendix 3.

Review

This policy will be reviewed regularly and at such time that any event may require revision of, or addition to, the policy. This will be the task of the Premises Committee or the Policy Review Committee who will report any changes to the full Governing Body.

The review will also consider linked policies such as the school's Medical Policy at this time.

FIRE ACTION

A fire notice is displayed at key points around the School.

(Please see separate Fire Safety policy for full details)

Tutor Groups

- Tutors must familiarise themselves and their Tutor Groups with its contents.
- This should be done at a minimum of three times a term.

Action to be taken in the event of fire

1. Whoever discovers the fire must immediately:
   - Break the glass of the nearest alarm point in order to give the alarm.
   - Report the location of the fire to Reception or the General Office before taking further action.

2. On being informed, Office Staff/Reception will immediately:
   - Summon the fire brigade by phoning 999
   - Report the incident to the Headteacher, Deputy Headteacher(s) and Premises Officer
   - When the alarm sounds it automatically alerts ADT who in turn call the school and Fire Brigade upon our instruction

Action to be taken when the alarm is heard

1. Teaching Staff – the evacuation of buildings, staff will:-
   - Tell students not to move off until instructed to do so
   - Tell students next to open windows to close them
   - Tell the students to proceed in single file, in silence, to their place of assembly by the route indicated to them by the accompanying teacher.
   - The teacher must be the last person to leave the room
   - This evacuation should take place in silence so that any instructions may be heard.
   - Members of the SLT and Fire Wardens will check their allocated building to ensure that nobody is left behind but should not put their life at risk. And report to the Head Fire Warden

2. All school buildings and other areas should be evacuated in an orderly manner by the nearest fire exit to the lower playground.

3. Students should line up under the control of the class teacher and await instructions.

4. Registers will be taken out into the assembly area and given to the appropriate Pastoral Co-ordinator, or their designated deputy.

5. Class teachers should check attendance and inform the Head Fire Warden, Pastoral Co-ordinator, or designated deputy, of any missing students.

6. All other staff should assemble in the playground and be checked by the Deputy Headteacher i/c Staffing.

7. Once it has been established that buildings are safe to enter, students will be allowed to return to class. They will be dismissed by the senior member of staff in charge.

HEALTH AND SAFETY POLICY APPENDIX 2

FIRST AID

The Medical Room is used daily for first aid, the treatment of minor ailments and the administration of medication.

- When a student has an accident that requires hospital treatment, the School Welfare Officer informs his/her parents/carers, and a letter with the student's name, address, doctor's name, details of the accident and the student's condition must be given to the hospital.
- An adult must accompany the student to hospital.
- If the parents/carers are not able to do this a member of the school staff must go with the student and stay until the parents/carers arrive.
- The School Welfare Officer has copies of the School's Accident Form and the teacher responsible for the student at the time of the accident must fill in a form as soon as possible.
- If no teacher had responsibility at the time of the accident, the School Welfare Officer or attending First Aider, or SLT member responsible at the time completes the form.
- The form must be completed by the relevant member of staff within 24 hours and be signed by the Headteacher.
- The General Office and the Medical Room hold a supply of surgical barrier gloves. These should be replaced if used.

Please note:

- In an emergency, the responsible adult attending should call an ambulance and ask them to report to the reception area, giving details of the emergency. *They should also ensure that reception and other staff are aware of the emergency.* (See Appendix 3 for the Request for an Ambulance Form)
- The School Welfare Officer may be sent for, or, if mobile, the patient should be escorted to the Medical Room by a responsible person.
- No student should be in the Medical Room if it is not an accident or an emergency.
- Students will require a form if they are to return to their lessons.

First Aid Kits

In addition to the Medical Room, first aid kits are to be found in the following locations:

- Reception
- Technology
- Science
- PE Office
- Site Office

School Medicals

The School Welfare Officer carries out the health assessment needs of Y7 students as part of the School Health Service. Students take three forms home to be completed by parents/carers. An individual student's medical files are confidential and the property of the School Health Service.

The School participates in the National programme of immunisation and booster injections. Students may be seen for various medical reasons, e.g. asthma, epilepsy, hearing problems, new entrants from abroad etc.

Non-accidental Injury

Whenever any member of the school community has reason to believe that a student may be suffering from a non-accidental injury, they should immediately tell a senior member of staff and inform the designated Child Protection Staff Member, according to the School's Child Protection Policy. (See Appendix 4 for the Process Chart: What to do if there are concerns about a student)

HEALTH AND SAFETY POLICY APPENDIX 3

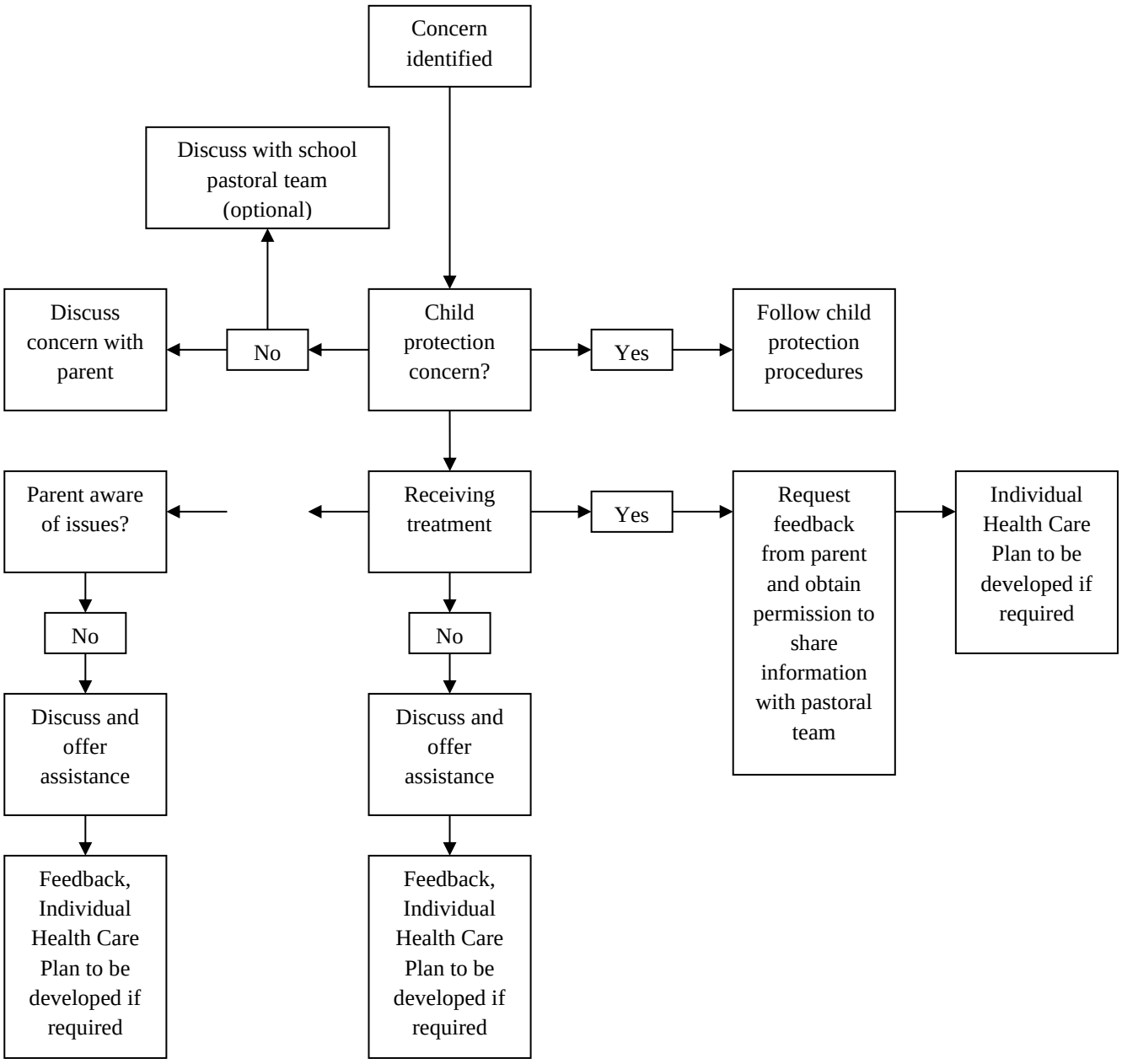
Contacting Emergency Services for an ambulance

Speak clearly and slowly and be ready to repeat information if asked.

	Request for an Ambulance ***Dial 999, ask for ambulance and be ready with the following information***
1	Your telephone number
2	Give your location as follows
3	State that the postcode is
4	Give exact location in the school/setting
5	Give your name
6	Give name of student and a brief description of student's symptoms
7	Inform Ambulance control of the best entrance and state that the crew will be met and taken to

HEALTH AND SAFETY POLICY APPENDIX 4

Process Chart: What to do if there are concerns about a student



Health and Safety Policy APPENDIX 5

SAFETY WHEN USING SCHOOL EQUIPMENT

This notice should be read in conjunction with *Security of School Equipment* and *School Equipment Repairs* (in H & S manual kept in the General Office).

- School electrical equipment should be kept in full working order.
- It must meet safety requirements and not be a danger to students or staff.
- All individuals are responsible for the equipment used within their particular classroom/area.
- Please ensure that all equipment is supervised when being used by students.

The following guidelines are a brief explanation of the Health and Safety procedures that must be followed.

- Before using any equipment that is mains operated, make a visual check of the mains plug and lead. Also check the mains socket and make a visual check of the equipment itself. Do not use if any of these are suspect.
- Check that the equipment operates to your satisfaction before using it with students.
- Use equipment sensibly. Make sure it is standing on a firm surface. Do not allow electrical cables to be twisted or pulled tight.
- After using equipment, pack away and return it to where you found it. Equipment left out may suffer damage.
- If an item of equipment is faulty, damaged or does not operate properly DO NOT use it. Store it safely, mark it clearly as OUT OF ORDER and date the notice. Report the fault to the appropriate person by email.
- If you require training to operate any item, please contact the relevant support team. Do not use equipment if you are unsure as to how to operate it.
- The use of personal, electrical items is discouraged. If these items are brought onto site any damage caused is the responsibility of the person who has brought in the item.