

Trinity School

Health & Safety Policy



DOCUMENT REVIEW

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Health & Safety Policy

Introduction

Purpose

The School recognises and accepts that every one of its employees, students and visitors to the School is entitled to a safe and healthy environment.

Background

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment. Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

What legislation applies to schools and colleges?

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms.

Aim(s):

- The Governing Board of the School will take all appropriate steps to meet statutory requirements, recognised codes of practice, and guidance notes, in establishing a safe and healthy environment.
- The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the School community, and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.
- All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The School's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Consultation:

Governors

All governors were provided with draft copies of the document for review and comment.

Sources and references:

Risk Assessment and Policy Template, HSE (Used for Appendix A)

Risk Management Guidance, HSE

Departmental Advice on H&S For Schools, DFE, 4/Feb/2013



Procedures and Practice

Responsibilities of the Governing Board

In discharging its responsibilities, the Governing Board will:

Make itself familiar with the requirements of the appropriate legislation and codes of practice;

- Create and monitor a management structure for health and safety
- Ensure there is an effective and enforceable policy for the provision of health and safety throughout the School, and, that it is fully implemented. It will also assess the effectiveness of the policy and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents connected with School-sponsored activities, including work experience.

Responsibilities of the Headmaster

The Headmaster has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Headmaster will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented, including:

- Line managing the designated member of the SLT
- Allocating sufficient resources to meet health and safety priorities
- Liaising with other agencies, as appropriate, over health and safety issues
- Overseeing the completion of arrangements and risk assessments for all School off-site visits
- Formulating and implementing a policy for the management of critical incidents.

Responsibilities of the Business Manager

The Business Manager is responsible for the day-to-day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive. Other key tasks include:

- The safe working of the all staff – ensuring that appropriate training is undertaken;
- Undertaking an annual health and safety audit and reporting on any weaknesses area of non compliance to the Headmaster
- Ensuring the School adopts and follows safety procedures for building, engineering, and grounds improvements projects;
- Liaising with contractors over health and safety, ensuring that all documentation, including for example the Accident Log Book, any reports to the Health and Safety Executive, Asbestos Register, Hazardous Materials Register, Fire Risk Assessment, Emergency Evacuation Log, PAT Log, Legionella Prevention (this is not an exhaustive list) are completed;
- Arranging for all necessary insurance forms and premiums to be in place;
- The maintenance of an accurate inventory of all equipment and resources;
- Updating first aid procedures around the School site;
- Ensuring that appropriate health and safety guidance and documentation is completed for Community use of the site;



- Arranging for Community users and visitors to be registered and aware of emergency procedures
- Supporting and administering the risk management framework and ensuring that adequate auditable records of risk assessments are kept

The Site Manager will be responsible for

- Ensuring a daily check of the site, its perimeters, as well as a weekly check of any school vehicles;
- Prioritising and processing Maintenance Logs;
- Carrying out weekly fire tests, checking fire extinguishers weekly, and maintaining the Fire Book;
- Ensuring that the site team is fully briefed on health and safety issues.
- Complete risk assessments as appropriate;
- Monitoring health and safety issues associated with contractors on site;
- Alerting the Business manager to issues connected with lone workers;
- Booking and keeping records of maintenance/insurance/hire of minibus;
- Carrying out weekly water flushing of all outlets, recording monthly hot and cold water temperature checks and annual de-scaling of shower heads and taps;
- Carrying out weekly checks of lifts, disabled refuge systems, toilet alarms, fire shutters, gas interlock systems, sprinkler tests, CCTV operation, access control operation and emergency release functions;
- Carrying out periodic legionella water tests
- Arranging annual gas safety testing
- Arranging PAT and 5 yearly fixed wire testing
- Arranging annual lift insurance inspections
- Arranging annual/6 monthly kitchen extract canopy deep cleaning
- Arranging annual boiler servicing

Arranging appropriate pest control

Responsibilities of all members of staff

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put themselves, or anyone else, at risk. In particular, all members of staff will:

- Be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Board;
- Ensure that staff, students, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively;
- See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled;
- Report any defects in the premises, plant, equipment and facilities that they observe to the Site Manager (as soon as possible to prevent accidents)



- Take an active interest in promoting health and safety and suggest ways of reducing risks.

Health & Safety Matters

Health & Safety matters will be discussed and form part of the terms of reference of the Resources Committee. A named Governor will monitor health and safety issues within the School and ensure the school meets its obligations.

Safety Education

As part of the curriculum children will be taught about Health and Safety. This is particularly evident in: PSHE, Science, Design and Technology, Information and Communications Technology, Art and Design, and Physical Education.

Health & Safety Arrangements

Fire Safety

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Emergency Evacuation Procedures (Fire Drills) which will take place each term, and the use of fire extinguishers. All monitoring will be recorded in appropriate log books. Fire warden training will be provided for key staff.

The School's fire evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises, in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points, when the site is not in use, and records maintained. All emergency lighting will be tested six-monthly and records maintained.

An annual fire risk assessment will be undertaken and reviewed by the Headmaster key contact Governor responsible for ensuring the school meets its H&S obligations.

Reporting Accidents

All accidents to staff, students or visitors must be reported using the School's accident reporting system. The Site and Business Managers should be copied into such reports. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Business Manager will ensure that the Health and Safety Executive is informed of reportable incidents.



Equipment

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site staff, when required. Staff and students must be provided with, and use, protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing, as appropriate.

The following equipment must be checked annually by approved inspectors, or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment, for example: lathes, kilns
- fixed gymnasium equipment
- LEV Extraction

Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labeled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH (Safety Data Sheets) and regulations must be kept in the Science and Site Departments where it relates to their functions..

Visitors to the School Site

All visitors to the School will sign in at the reception. Visitors will be collected from the reception by the member of staff concerned, or escorted to the appropriate area of the School.

No contractor may undertake work on the School site without permission from the Site Manager, other than in an emergency, for example: fire, flooding, or to make safe following theft/vandalism.

Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students or visitors to the School.

Whilst on site, all visitors and contractors must wear a School visitor's badge. Temporary teaching staff on cover duties will be required to indicate their presence in the School by reporting to reception.

If a member of staff meets someone on site who they do not recognise and who is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the School reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence, or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

Building & Maintenance Policy

A separate policy applies to the appointment and management of all contractors and includes safeguarding provisions.



Security

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the building should only be used in the event of emergencies, and should be kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the building through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

Critical Incidents

As part of its commitment for the well-being of staff, students and visitors, the School has set out a procedure, which is to be adopted in the event of a critical incident occurring, either on the School premises, or on an activity away from the School site.

Monitoring and evaluation:

The Governing Board will review this policy at least annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Other documents and appendices:

Appendix A: Summary of H&S