



# Trinity High School

**& SIXTH FORM CENTRE**

A Specialist Business and Enterprise College

## **HEALTH & SAFETY POLICY**

Also to be read in conjunction with:

- Lettings Policy and Lettings Risk Assessment
- Lone Working Guidance

Reviewed:

Adopted by Governing Body

Finance & Site Committee:

Review date:

Policy Responsibility:

Mar 2015

14 April 2015

Mar 2017

Mrs Duncan

## **HEALTH & SAFETY POLICY**

- 1. THE STATEMENT**
- 2. THE ORGANISATION**
- 3. THE ARRANGEMENTS**
- 4. APPENDIX 1 - HOLDERS OF POSTS**



## PART ONE

### School Statement of Arrangements and Organisation for Maintaining a Safe and Healthy Place of Work for Personnel working in and from the School

1. The Governors of Trinity High School & Sixth Form Centre recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:
  - a) provide safe systems of work, plant and equipment;
  - b) provide for the safe use, handling, storage and transport of articles and substances;
  - c) provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely;
  - d) provide a safe place of work with safe means of access and egress for all persons using the premises;
  - e) provide a safe and healthy working environment with adequate welfare arrangements;
  - f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
  - g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and Management of the school in carrying out their statutory duty;
  - h) require all staff to report through the appropriate channels any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed by:	Signature:	Date:
Chair of Governors		14/04/2015
Health & Safety Governor		14/04/2015
Headteacher		14/04/2015
Deputy Headteacher		
Deputy Headteacher		

**N.B. Copies of the complete Health & Safety Policy, including the Organisation and Arrangements sections are available for inspection at any time in the Business Manager's office and Staff Work Room.**

## PART TWO

### The Organisation

As an academy, Trinity High School is independent of Local Authority Control. However, the school continues to purchase the services of the Worcestershire County Council Health & Safety Officer and adopt Local Authority rules and standards.

#### **The Governing Body:**

- a) has overall responsibility as employer for all aspects of the health and safety of employees, students and other persons at this school (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974.)
- b) ensures that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary
- c) monitors the (health & safety) need for building maintenance in the school and implements repairs as necessary
- d) ensures the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensures such equipment can be used safely in the normal running of the school
- e) ensures that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health
- f) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007
- g) ensures that sufficient funds are reserved for meeting their responsibilities for Health & Safety, in particular for the maintenance of those items of premises and equipment
- h) ensures that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced
- i) ensures the adoption of safe working practices by staff and students, and by contractors on site

#### **The Head Teacher** is responsible for:

- a) the implementation of the school safety policy
- b) advising the Governing Body of the need to review the school safety policy
- c) the day to day responsibility for health and safety in the school
- d) ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002
- e) ensuring that staff receive appropriate health and safety training.
- f) carrying out an annual safety audit .

- g) ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the school are dealt with, taking advice from WCC and other agencies as appropriate.
- h) notifying either the HSE or the LA Health & Safety Advisor of any serious accidents to students, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- i) emergency procedures, including evacuation in case of fire or bomb threats
- j) ensuring that adequate provision is made for the administration of First Aid
- l) ensuring that all legislative updates or new requirements are brought to the attention of any relevant persons promptly
- m) facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings
- n) consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses

**Heads of Faculty/Department/Subject Co-ordinators** are responsible for:

- a) all matters of health and safety in their faculty, department or subject area
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, students or other persons in their faculty, department or subject area
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas
- d) producing a faculty / departmental / subject safety policy and revising it as necessary
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken) and maintaining appropriate records thereof
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment or carrying out physical activities, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

**Other Teaching, Support and Technician Staff** are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. Staff working in Art, Ceramics, Design and Technology, including Food and Textiles, Environmental Education, Physical Education or Science should also be familiar with local and national guidance in these areas.
- b) reporting any defects or problems affecting the health and safety of themselves, their students, other staff

or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher or School Safety Officer.

- c) co-operating with their employer (Governing Body) to enable them to comply with the requirements of the Health and Safety at Work Act 1974.

**The Site Manager** is responsible for:

- a) ensuring that he is familiar with and complies with the school safety policy
- b) bringing to the attention of the School Safety Officer any problems or defects affecting the health and safety of any person on the school premises
- c) bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including cleaners or ground staff) working under their direction, in so far as it affects the work of those persons eg. in use and storage of equipment and materials
- d) ensuring that any staff under his direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- e) ensuring that all equipment and materials received have adequate health and safety information (eg. manufacturer's data sheets for COSHH assessment to be carried out)
- f) ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by himself or others working under his direction
- g) ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. signs to warn of slippery floors, uncleared ice or snow etc.).
- h) informing the School Safety Officer as appropriate of the arrival or expected arrival of contractors for maintenance work, no matter how minor
- i) informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessment carried out eg. Asbestos Register)
- j) the safe use and maintenance of all plant and equipment (eg. boilers) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers)
- k) carrying out the required routine checks, including water quality, fire detection systems and portable appliance testing

**The First Aider** is responsible for:

- a) recording of accident/incidents requiring first aid treatment
- b) maintaining the First Aid boxes
- c) controlling and maintaining any other First Aid supplies as may be kept separately
- d) ensuring staff First Aid training is up to date

**The Catering Manager** is responsible for:

- a) ensuring that she is familiar with and complies with the school safety policy
- b) ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others

- c) ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements
- d) bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility

## PART THREE

### The Arrangements

#### General

Health and Safety advice is given to all staff as part of their initial training/induction. This includes the provision of the School Handbook with which all staff are asked to familiarise themselves.

Students are made aware of Health and Safety information through lessons and assemblies.

Documents relating to Health and Safety are available on the shared "R" drive in the "Health & Safety" folder and on the Health & Safety noticeboard in the staffroom.

#### Access and Egress

- a. Grove Street - Students are segregated from vehicles by using the pedestrian gate adjacent to the Main Entrance. At the end of the school day staff supervise the departure of students.
- b. The Site Staff have the duty of clearing litter, leaves and snow from all pathways used by students and for salting as many areas as possible before the arrival of students - please refer to the separate document "Clearance of Ice, Snow and Leaves from Entrances and Paths". The services of an external supplier are engaged for gritting the drives, car parks and some hard play areas. The Caretaking Staff are also charged with keeping all fire exit routes clear of obstructions. Please refer also to Lone Working and Personal Safety Policy.

#### Access for the Disabled

Access for the disabled is limited to the ground floor of all buildings except the sports hall. Ramps can be made available to provide access to the main building and to the Grove Building. In the sports hall there is a lift to gain access to all floors.

#### Access to High Shelves and Displays

Separate guidance has been issued regarding working at heights. Step ladders are available in all sections of the school and staff are instructed to use them to gain access to high shelves and displays.

#### Accident Reporting

- a. Students - All accidents involving students are reported to the designated First Aider in the Medical Room/Grove Street Office who has the duty of completing the necessary report forms and ensuring that the appropriate entries are made in the Accident Book.
- b. Staff and other adults - All accidents involving staff and other adults are reported to the Headteacher's PA who has the duty of issuing and despatching the necessary forms.

Investigations into accidents involving both students and adults are carried out by the Heads of Year or, Senior Leadership Team.

#### Asbestos

The school follows Worcestershire County Council guidance in relation to the management of asbestos.

The Asbestos Register (AR) is available in Reception for inspection by contractors or those planning works (including minor works) to ensure that existing asbestos will not be damaged or disturbed. A copy of the

register is also available in the Business Manager's office. The Contractors' Signing In Book in Reception requires contractors to confirm that they have referred to the Asbestos Register.

Site staff are required to make themselves familiar with the AR. Personal Protective Equipment (PPE) has been supplied and should be used where appropriate.

#### Blood-Borne Diseases

Disposable gloves are supplied and staff who are at risk are instructed to use them on all occasions. Only paper towels are used for First Aid.

#### Building Repairs and Contractors

All contractors sign in at Reception and are then referred to the Site Manager. The Business Manager, Site Manager or his assistants are the point of liaison between contractors and school on all matters. Contractors are asked to wear a "visitor" badge if it is not apparent from their clothing/uniform why they are on site.

Contractors are generally selected from the WCC Approved Jobbing Contractors list and are therefore familiar with the standards required when working in schools. For larger projects, a project manager will be appointed who will oversee all aspects of health and safety, including compliance with CDM regulations, and the checking of risk assessments & method statements prior to commencement of work.

#### Cleaning

Cleaning is carried out by private contractors. The monitoring of standards is the duty of the Site Manager.

#### Control of Substances Hazardous to Health (COSHH) (Including Radiation)

The school follows Worcestershire County Council guidance in relation to the management of COSHH.

Departments maintain their own COSHH files, including training records and material safety data sheets.

#### Critical Incident Plan

The school has a Critical Incident Plan in place – please refer to Senior Leadership Team for details.

#### Defect Reporting Procedures

All staff are made aware of the mechanisms for reporting any concerns or works with health and safety implications, ie. issues that require immediate attention should be reported to the Business Manager or other member of SLT; other issues are reported via the school intranet (Frog)

#### Display Screen Equipment (VDUs)

Vertical blinds, screen filters, wrist rests, suitable chairs and eye tests are available, on request, for all staff working with computers.

#### Electricity at work

All staff are instructed to conduct a visual check when using any electrical equipment. If there are significant concerns about the safety of any electrical items use should be discontinued immediately. All staff are asked to switch off and unplug electrical items when not in use for a prolonged period (ie. school holidays).

#### Electrical Tests & Inspections

Fixed wiring inspections are carried out every 30 or 60 months as appropriate. Currently this is managed by WCC as part of the Property Services Service Level Agreement.

PAT testing is carried out and records maintained in accordance with current regulations. This is done by either site staff or appropriately trained departmental staff such as Technicians.

### Enforced Closures

Staff ensure that all students leave the premises and that parents/carers have been advised accordingly. If the school is closed due to severe weather conditions arrangements are made to broadcast messages to that effect on Local Radio stations via the `SNOWDESK`. Security is maintained by the use of a password and the school's DfES number to avoid hoax calls. Information is also posted on the school website. A "snowchain" is in operation to advise members of staff of enforced closures.

### Fire Safety

The Fire Risk Assessment is reviewed as part of the three year Health & Safety audit cycle or following the completion of minor/major works if necessary.

Emergency Evacuation Procedures are issued to all staff and are available electronically. The school carries out emergency evacuation drills at least termly and records details thereof, together with any action points arising.

The fire alarm system, fire-fighting equipment and emergency lighting are checked on a weekly/monthly basis by site staff and recorded in the Fire Safety Log which is stored in the Business Managers' office. The contracts for maintenance of the fire safety equipment are currently managed by WCC as part of the Property Services Service Level Agreement.

### First Aid/Medicines

Details of qualified staff are displayed around school including in Student and Visitor Reception areas and the staff work room. Miss Casey maintains training records, arranges refresher training as appropriate and audits and maintains first aid kits.

Students and staff with serious injuries are transported immediately to the local hospital by ambulance and in the case of students their parents are informed.

The issue of medicines is undertaken only on receipt of a written request from a parent which must also indicate the dose. The medicines must be in a container showing that they are for the student concerned and that they have been prescribed by a doctor or dentist. Only small quantities of medicine are kept on the premises. They remain locked in a cupboard in the Medical Room or in the refrigerator in the Grove Street Office and are issued only to the student for whom the medicine has been prescribed. Medicines are taken before the student leaves the room.

### Health & Safety Advice

The school currently obtains health and safety advice from WCC School Health & Safety team.

### Hygiene

No animals, except guide dogs, are allowed on the premises including the playing fields and playgrounds unless there are very exceptional circumstances and only then with the express permission of the Headteacher.

### Identification Badges

Most staff are issued with an ID badge which should be worn at all times, except where they may be a safety risk (eg. Science/Technology staff). These badges also operate the security gates.

Site staff and IT Technicians are issued with a uniform which clearly identifies them as Trinity High School & Sixth Form Centre staff.

Visitors are issued with Visitor Passes when they sign in at Reception.

Sixth Form students are issued with ID badges which also operate the security gates during specified times.

All staff are asked to challenge anybody on site who is not clearly identifiable as either a member of staff, visitor or contractor and all visitors are advised accordingly.

### Information Dissemination Procedure

The following methods are used, as appropriate:

- Daily briefing (including notes posted on Frog)
- Instant messaging (Ipswitch)
- Memos
- Documents posted on "R" drive
- Meetings
- Induction/Training

### Intruders

If intruders are discovered on the premises they are reported to a member of the Senior Management Team who will call upon the assistance of the Police, if necessary, to remove them, in accordance with the Miscellaneous Provisions Act 1981.

### Lettings

All hirers of the school premises are required to complete a lettings form agreeing to the comprehensive list of conditions set out in it and are required to take out Public Liability cover either through their own insurers or through the school. Health & Safety instructions are sent to all hirers with their application forms. There is a member of staff on duty at all times with access to both a normal and a mobile telephone. A First Aid box is provided in case of emergencies. See also Lettings Policy and Lettings Risk Assessment.

### Lone Working & Personal Safety

Guidance and Risk Assessment information is available in the Health & Safety folder on the "R" drive and the noticeboard in the staff work room.

### Maintenance/Inspection of Equipment

The following items of machinery and plant are inspected at regular intervals by approved contractors appointed by either the school or by WCC on the school's behalf:

- a) Physical Education Equipment
- b) Craft Equipment including dust extraction systems
- c) Sports Hall Lift
- d) Boilers and Central Heating Plant
- e) Biology Pressure Vessel
- f) Technology Block Sewerage Pump
- g) Lifting Gear for access to the lights on the All Weather Pitch
- h) Air conditioning units
- i) Fume cupboard in Science Labs

Repairs required by these inspections are carried out by the nominated contractor under the direction of the school or WCC as per the Service Level Agreement.

### Manual Handling

Manual handling guidance is available for all staff on the “R” drive. Training is provided for staff as appropriate.

### Minibuses

The school follows WCC Minibus Guidelines.

The overall supervision of the three minibuses and the training of staff is the duty of the designated member of staff in charge of the minibuses, assisted by the Assistant Site Manager for routine checking and maintenance. Regular servicing is carried out in accordance with the manufacturer's recommendations and MOT tests are carried out when legally required. All staff driving the minibuses meet the insurance requirements concerning age and previous convictions unless a special dispensation has been granted. All drivers have successfully completed the necessary minibus driver training.

### Monitoring Arrangements

Health and Safety is a standing agenda item of the Governors' Finance and Site Committee which meets at least termly. A governor representative of this committee also carries out an annual health and safety review of the school following WCC guidelines.

### Near Misses

Staff are urged to report to the Headteacher or the School Safety Officer any incidents which could be classified as 'near misses' and which could be assessed as involving the possibility of actual injury and/or having other health and safety implications. A log of such reports is maintained by the Headteacher's PA.

### Offsite and Educational Visits

The school's Educational Visits Co-ordinator is Mr J Petit, Assistant Headteacher.

Full details of the provisions for offsite and educational visits are in the School Handbook.

### PE Equipment

Annual inspection of equipment is organised by the Head of Faculty who maintains also maintains the appropriate records.

All PE staff carry out a visual check of equipment before each use.

Equipment is set out by PE staff with the help of students, where deemed to appropriate, and with supervision.

### Personal Protective Clothing/Equipment

Personal Protective Equipment (PPE) will be provided free of charge for employees where a need has been identified through risk assessment. Where equipment has been provided it is the expectation that it is used. Failure to do so is at the employees' own risk.

### Radiation

The WCC Radiation Protection Supervisor is Christine Birch, Health & Safety Advisor, and the School Radiation Protection Supervisor is Alison Thompson, Head of Science, who maintains all appropriate records

### Risk Assessment

On at least one formal occasion each year risk assessment procedures are reviewed.

On-going reviews are carried out by Heads of Faculty/Department, the Caretaker and the School Safety Officer.

Individual Risk Assessments are carried out for students and staff when necessary.

### School Safety Committee

A school safety committee will be established if requested by staff or their safety representative.

### Security and Safeguarding

The buildings are protected by an electronic burglar alarm system which is connected to a central control unit. Electronic gates are in operation at the Grove Street entrance. Notices are displayed instructing all visitors to report to Reception where they sign the visitors' book and are issued with a security pass which must be worn and returned to check their departure from the premises. In term time during morning and afternoon school hours the Easemore Road gate is kept locked to maintain security. During school holidays the Easemore Road gate and buildings not in use are kept permanently locked. There are closed circuit TV cameras scanning various sections of the premises throughout the day and night.

For their own safety, staff are asked to familiarise themselves with the Health & Safety and Lone Working guidance

### Smoking

Trinity High School is a "No Smoking Site". Signage is displayed to this effect on all main external doors.

### Stress and Staff Wellbeing

The Governors and Headteacher strive to ensure that the working environment for all staff is appropriate and supportive and that there are mechanisms in place for reporting any concerns in this regard. The school follows WCC HR guidance and procedures with regard to managing sickness absence, stress management, grievances etc.

### Supervision of the Premises

1. Lunchtime - This is carried out by a team of Teaching Assistants under the direction of the Headteacher. If students are allowed in classrooms they are under the direct control of a member of staff. Students are allowed to leave the premises only if the school has received a written request from the parent and are issued with an official pass.
2. Break, Before and After School - This is carried out by members of the teaching staff on a rota basis. The allocation of duties is arranged by the Headteacher. If students are allowed in classrooms they are under the direct control of a member of staff. This rule also applies to students who remain on the premises at the end of afternoon school.

### Training and Development related to Health and Safety

On the Teacher Education Day immediately before the beginning of the school year, during the induction session for new members of staff the Health & Safety Policy is introduced. Staff will already be in possession of copies as it forms part of the Staff Handbook.

Health & Safety training also forms part of all staff inductions.

"High risk" departments (Science, Technology and PE) have their own training arrangements in place which are monitored both internally through the health and safety audit cycle and externally through professional bodies/legislation eg. BAALPE, CLEAPSS etc.

Line Managers are responsible for ensuring that training is kept up to date for their staff and appropriate records are kept.

## Vehicles

During the school day vehicle entrance to the site is restricted to the Grove Street entrance and controlled by the security gates. There is a designated car park near each of the two main entrances with parking allocated for disabled visitors. The main drive is kept clear at all times for access by fire appliances and ambulances. A designated bay is available for deliveries in order to keep the main entrance clear.

## Water Hygiene

Trained site staff carry out water quality testing and maintain appropriate records in accordance with WCC guidance.

## Work Experience/External Student Placements

The vetting of potential workplace providers is carried out by an appropriate external provider. Where students are placed in alternative curriculum provision school staff liaise with the provider to monitor their progress and welfare.

Where students/adults are placed with the school for work experience the appropriate procedures will apply, eg. training/induction, risk assessment, supervision etc.

## Working at Height

Staff are instructed to familiarise themselves with the guidance on "R" drive.

Agreed by Governors

April 2015

Due for Review

April 2017

## PART FOUR

### Appendix 1 - Holders of Posts

Headteacher	Mr A Ward	
Chair of Governors	Mr B Prever	
Business Manager	Mrs P Duncan	
WCC Health & Safety Co-ordinator	Mrs Christine Birch	
Head of Property Services (WCC)	Mr John Burton	
School Safety Officer	Mrs P Duncan	
Finance Assistant	Mrs E Stewart	
Site Manager	Mr F Brady	
Assistant Site Managers	Mr M Bird Mr M Parkes	
Catering Manager	Mrs S Nicholls	
Heads of Faculty	Miss J Wilkinson Mrs K Hannan Mr D Barton Mrs W Andrews Mr D Earles Ms E Stirling Mrs A Thompson Mrs L Green	English (Acting) Humanities & Communication ICT & Business Learning Support Mathematics PE & Performing Arts Science Technology
Deputy Headteachers	Mrs J Cottle Mr T Thomas	
Assistant Headteachers	Mrs F Horton Mr T Jordan Mr J Petit	
Senior Management Team	Mr A Ward Mrs J Cottle Mr T Thomas Mrs F Horton Mr T Jordan Mr J Petit Mrs P Duncan	Headteacher Deputy Headteacher Deputy Headteacher Assistant Headteacher Assistant Headteacher Assistant Headteacher Business Manager
Designated Staff i/c Minibuses	Mr P Rickard	
Designated Staff for First Aid	Ms E Casey	
Designated Staff for Stage Lighting	Mr E Keady	