



Holy Trinity CE School

HEALTH AND SAFETY POLICY

Policy Review

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body in July 2017.

It is due for review – *July 2018*

Signature Date

Head Teacher

Signature Date

Chair of Governors

PART 1. STATEMENT OF INTENT

The Governing Body of Holy Trinity CE School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff (a reference copy is kept in the staff room /and copies of policies are on the shared drive)

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.

(Child Protection, Educational visits, Supporting pupils with medical needs, Behaviour, Physical intervention policy)

PART 2. ORGANISATION

As the employer the Holy Trinity Governing Body has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the Education Health and Safety Manual.

A Health & Safety Governor Peter Hutchinson has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for VA schools buying into the contract for services.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the governing body's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the head to the Jurek Michalak, school caretaker and REAM H&S contractor.

Responsibilities of other staff holding posts of special responsibility

The caretaker and REAM contractor. will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.

- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements

- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Moving and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Swimming pool
- Appendix 23 - Work Experience

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by [insert name] following guidance contained in the Education Health and Safety Manual and are approved by the headteacher.

Risk assessments are available for all staff to view and are held centrally in [insert location e.g. school office, shared folder etc.] these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be

made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by [relevant line manager] / [insert name].

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by [relevant Heads of Department] / [subject teachers] / [Subject Co-ordinator / leader] using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use [scheme of work] / [lesson plan] / [syllabus] etc.

All LA schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science and DT.

In addition the following publications are used within the school as sources of model risk assessments:

[Secondary schools]

- [BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [Safeguards in the school laboratory, 11th edition, ASE <http://www.ase.org.uk/>]
- [Topics in safety, 3rd Edition ASE]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

[Primary schools]

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education and School Sport' Association of PE 'afPE' <http://www.afpe.org.uk/>]

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via

<http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. [Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required]

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Headteacher/ Deputy Headteacher who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the headteacher . (See Offsite Visits information)

<p>HEALTH AND SAFETY MONITORING AND INSPECTION</p>
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A general inspection of the site will be conducted on a termly basis and be undertaken co-ordinated by Peter Hutchinson (governing body) and REAM.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with REAM or the governing body.

A named governor will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by school office and updated to the LA via Solero.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

Details of service isolation points – Service points record.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the carefaker for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Jurek Michalak is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the main office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Tuesday 3.45pm.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place with Chubb and the system tested annually by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire fighting equipment remains available for use and operational.

Chubb undertakes an annual maintenance service of all fire fighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to [insert name and telephone number of contractor]

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by REAM.

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.