



## **General Health & Safety Policy**

Trinity School (hereafter referred to as 'the School'), as part of the Whitgift Foundation, recognises and accepts its responsibility to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, residents, pupils, visitors and others who may be affected by its activities and environment and will conduct its activities in accordance with the Foundation's Health and Safety Management System.

### **1 Scope**

This policy is applicable to all staff and premises under the control of the School and details the overall approach to health and safety. Additional detailed guidance is listed as Appendix 1.

### **2 Objectives**

The School provides a safe and healthy working residential and learning environment for staff, residents, pupils and visitors, and promotes a culture of health and safety to prevent accidents, work-related ill health and damage to property. A robust, transparent safety management system and clear communication, continual, practical feedback from all staff is of high importance for us.

### **3 Guidance**

The School believes that the adoption of safe methods of work and good practice by every individual can ensure everyone's health and safety, and will take all reasonably practicable steps to identify and reduce hazards to a minimum, paying particular attention to:

- a) the provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health;
- b) ensuring that, as far as is reasonably practicable, there are not risks to health and safety in the acquisition, use, handling, storage, transport and disposal of articles, substances, materials and equipment;
- c) the provision of information, instruction, training and supervision which, as far as is reasonably practicable, will enable all staff to perform their duties in a healthy and safe manner, to avoid accidents, and to contribute to their own health, safety and welfare;
- d) the maintenance of all places of work under the control of the School in a condition that is safe and without risk to health, as far as is reasonably practicable, including safe access and egress;

- e) the provision and maintenance of working environments which are, as far as is reasonably practicable, safe and which have adequate facilities and arrangements for employees', residents' and pupils' welfare.

#### **4 Responsibilities**

4.1 The School will take all reasonably practicable steps to fulfil its responsibilities, and will pay particular attention to meeting the requirements of the *Health and Safety at Work Act 1974*, and all relevant statutory provisions and guidance from the HSE, including consulting staff on matters of health, safety and welfare.

4.2 Day to day responsibility for the operation of health and safety at the School is vested with the **Headmaster** with delegation of responsibilities as set out in Appendix 2. Key responsibilities are delegated to the **Bursar** and the **Estates Manager**.

4.3 The **Headmaster** and **Chairman of the Trinity School Committee** will conduct termly health and safety site tours, reviewing the School's compliance with the regulatory requirements provided by the Independent Schools Inspectorate.

4.4 The **Headmaster** will review the minutes of the termly Health and Safety sub-committee meeting.

4.5 The **Senior Management Team** consider health and safety at their weekly meetings, and the **Director of Studies** places 'Health and Safety' as a standing agenda item for **Heads of Department** meetings.

4.6 The School requires all **staff** to pursue its objectives in respect of health, safety and welfare, and to carry out their duties in a manner that is safe and without risk to health, as far as is reasonably practicable, and to report near misses, accidents, and issues affecting health or safety.

4.7 The School's **Health and Safety Committee** meets termly, and is chaired by the Bursar. The **Foundation Health & Safety Officer** sits on the Health & Safety Committee, and reports from this committee are made to the **School Welfare Committee** which reports in to the **School Committee**.

4.8 The **Building Services Managers** conduct regular walk rounds, take action on health and safety and welfare concerns, and maintain records of issues raised and their resolution.

4.9 **External hires and contractors** must observe the rules of the School, co-operate in all matters of health & safety and comply with security and fire and emergency procedures.

4.10 **Staff, pupils and visitors** should have due regard for the safety of themselves and others, and pay particular attention to:

- Keeping corridors and passageways free of obstacles to reduce risk of slips, trips and falls;
- Observing care when reaching, using step stools and carrying weights;

- 4.11 Working alone:
- 4.11.1 When working alone during the course of a normal working day, **staff** must ensure that they:
- Do not carry out potentially hazardous tasks or work in risky areas alone
  - Make periodic contact with others.
- 4.11.2 When working alone after 7pm, **staff** must ensure that they let the duty porter know that they are working alone in the building
- 4.11.3 When working alone during the holidays, **staff** must ensure that they sign in and out at Reception
- 4.12 Staff organising excursions and trips should read the guidance provided in [Educational Visits Policy](#)

## 5 Monitoring Arrangements

5.1 Supporting this policy and detailing specific safety arrangements are the School's safety procedures and codes of practice, which are set out in the [Teaching](#) and [Support Staff](#) Handbooks and in the Foundation's Health and Safety Management System, a copy of which can be found in *Topics > Staff > Read > Health & Safety > Foundation Health & Safety Management System*

5.2 Risk assessments and procedures will be reviewed in accordance with changes in work practices, legislative requirements and at least annually.

5.3 The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to an annual audit by European Safety Bureau.

5.4 The School's Fire risk Assessment is reviewed annually by a competent person and periodically by an external consultant. See Fire Risk Policy for further details on maintenance and testing of equipment, and practice of evacuations.

5.5 External contractors undertake an asbestos condition survey annually and there is quarterly water testing for legionella and to ensure that the hot water temperature is within acceptable bounds.

5.6 The Foundation Health & Safety Officer conducts regular visits, and external audits are undertaken periodically of health and safety generally or specific areas such as Science and Design Technology.

5.7 An annual Health & Safety Management Report and a report of accident statistics, including those reportable under RIDDOR, is made annually to the Welfare Sub-Committee, and to the Foundation.

5.8 The Headmaster and Chairman of the Trinity School Committee undertake termly walk rounds.

5.9 The Headmaster reviews the minutes the minutes of the termly meeting of the Health and Safety Sub-Committee meeting.

5.10 The Health and Safety record is reviewed termly by the H&S Sub-Committee and the Welfare Sub-Committee.

5.11 This policy is reviewed annually by the Bursar before being approved by the Senior Management Team. Having been approved by SMT, the policy is then scrutinised and approved by the Welfare Sub-Committee.

## **6 Training**

6.1 The School recognises that safety training is essential to safe working practices and procedures. Training will address statutory requirements relevant to work activities.

6.2 All new staff will receive appropriate health and safety induction, and regular reminders and updates are provided to all staff.

6.3 First-aid training and minibus driver training is provided to any member of staff as required.

6.4 Training in risk assessment is provided to all staff undertaking trips, as well as Heads of Department and staff in charge of Grounds, Maintenance and the CCF.

6.5 Training in specific areas is given to relevant staff eg fire officers, maintenance staff and grounds staff including working at heights, manual handling, use of PPE.

## **7 Environment**

The School recognises the importance of considering the immediate and longer-term environmental impact of its operations and acting responsibly in this respect. Planning for the upgrade of existing facilities or the establishment of new facilities must take into account sustainability especially in terms of materials employed in construction and energy consumption; waste management must employ segregation of material such that recycling of paper, plastics, wood and glass is achieved. We are committed to being “good neighbours” through ensuring appropriate noise limitation and arranging works so that not only are the daily operations of the school as little affected as possible, but also so that the impact on residents whose properties adjoin our site is clearly advised and kept to a minimum.

Author / Reviewer:	Jane Stanley (Bursar)
Date of last review:	September 2017
Policy approved by:	Senior Management Team
Date of Approval:	September 2017
Date of next Review:	June 2018
Governor committee responsible for oversight:	Welfare Committee
Chairperson of Governor committee:	Aruna Mehta
Date of review by committee:	October 2017

## Appendix 1

### **Additional health and safety guidance**

- Safety Rules for Specific Areas (Offices, Science labs, classrooms, Sports Centre and Swimming Pool, Mitre Theatre and Concert Hall, Catering Department, Maintenance and Grounds Workshops) – *Staff Read, Staff Handbooks, Health and Safety Section*
- [First Aid Policy](#)
- [School Security](#)
- [Fire Risk Policy](#)
- [Foundation Health & Safety Policy and Management Systems Manual](#)
- [Risk Assessment Policy](#)
- Emergency Assistance protocol - *Staff Read, Staff Handbooks, Health and Safety Section*
- Emergency plan - *Staff Read, Staff Handbooks, Health and Safety Section*
- [Stress management](#)
- [Minibus Policy](#)
- [Educational Visits Policy](#)

## **Appendix 2**

### **Responsibilities**

#### **The Headmaster**

- Oversight of health and safety matters in the school
- school health and safety policy
- liaison with the Court
- Safety Officer reports
- consultation on matters of health and safety
- funding of health and safety for the school

#### **The Chief Executive of the Foundation**

- insurance matters
- personnel matters such as hours of work

#### **The Bursar**

- chair the Health and Safety Committee
- communication of safety matters to employees, health and safety training
- liaison with Health and Safety Executive, including reporting of injuries, diseases and dangerous occurrences under RIDDOR regulations
- receive reports from Heads of Department, Catering Manager, Sports Club Manager, Head Groundsman, School Secretaries, Head Porter and Fire Officer on any matters for concern
- liaison with Foundation Health and Safety Officer
- minibus safety including maintenance, eligibility to drive

#### **The Estates Manager**

- safety of premises including maintenance, catering, mechanical and electrical equipment
- security of all premises
- oversight of safety in the following areas: maintenance department, offices, plant rooms
- safe practice by contractors working in the school
- display of statutory notices
- accident books
- the fire alarm system
- liaison with the police about security or emergencies
- cleaning chemicals and equipment: COSHH assessments and supervision for these
- safety of non-fixed furniture and lockers
- public performances in Concert Hall or the Mitre Theatre

#### **Business Services managers**

- safety of porters and maintenance staff
- cleaning by Foundation employees, oversight of regular cleaning by contractors
- waste disposal

#### **School Nurses**

- treatment of ill or injured pupils and reporting of accidents
- advise and report on health matters throughout the school
- weekly presence at home rugby fixtures

- First Aid kits
- accident books

#### **Director of Co-Curricular Activities**

- overall safety on school visits and expeditions

#### **School Activity and Visit / Outing Leaders**

- safety during school activities and trips

#### **SSI and Activities Leader**

- safety of staff and students in the CCF and on other activities
- safety of any related specialised equipment
- training for activities

#### **Heads of Department, Catering Manager, Sports Club Manager**

- safety of pupils, staff and visitors in the Department
- identification and removal of hazards within their areas of responsibility
- COSHH assessments and formal risk assessments
- awareness of relevant legislation and ensuring it is complied with
- monitoring of safe practice by all who use their department
- regular safety inspections of the working areas of responsibility

#### **Heating Engineer**

- all boiler room equipment and flues - annual check
- pressurised heating systems - regular checks
- security of chemicals and gas bottles
- water quality checks

#### **Electrician**

- all electrical installations
- portable electrical equipment - check at least annually, more frequently for equipment in heavy use
- arrange 5-yearly examination and testing of electrical installations with Estates Manager.

#### **Fire Officer**

- procedure in the event of a fire
- fire drills at least once a term
- all fire escape doors - check once a term for smooth operation
- fire extinguishers - to be checked at least annually
- fire alarms - to be maintained regularly
- permanent fire procedure notices
- liaise with Foundation Health and Safety Officer on matters of fire safety

#### **Head Groundsman**

- safety of Grounds Staff
- storage, use and disposal of chemicals
- safety of grounds machines, vehicles, plant and equipment
- safety of Grounds

## **All employees**

In particular all members of staff should:

- (a) be familiar with the health and safety policy and any and all safety regulations as laid down by the governing body.
- (b) ensure health and safety regulations, routines and procedures are being applied effectively by both staff and pupils.
- (c) see that all plant, machinery and equipment is adequately guarded.
- (d) see that all plant, machinery and equipment is in good and safe working order.
- (e) not make unauthorised or improper use of plant, machinery and equipment.
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- (h) report any defects in the premises, plant, equipment and facilities which they observe.
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.  
The School requires management, at all levels, to display a positive attitude towards health, safety and welfare in carrying out their duties.