General Health & Safety Policy

Health & Safety Policy Statement

Trinity School recognises its duty under Section 2(3) of the Health and Safety at Work Act 1974 to fulfil its obligations to its employees, students and members of the public who may be affected by its work activities by preparing and reviewing a Health and Safety Policy.

We aim to achieve an environment which is free of work-related accidents and ill-health. We undertake to fulfil our statutory duties and will:

- establish and implement a Health and Safety Management system to manage the risks associated with its workplaces and activities.
- allocate duties for the responsibilities of health and safety and make sure these are understood, fulfilled and monitored.
- appoint a competent person or independent Health and Safety Advisor to advise and support us and make sure we are aware of changes in legislation and good practice relevant to our organisation.
- carry out risk assessments to assess the risks related to the hazards in our workplaces and take action to reduce these risks, to prevent accidents and protect employees and others. These risk assessments will be reviewed regularly or when anything changes in the workplace.
- consult with employees on health and safety and involve them in discussions about the risks and hazards connected to their duties.
- provide clear information, instructions and training to make sure all employees are competent to carry out their duties.
- make sure that emergency procedures are in place for evacuation in case of fire or other incident, and that employees and visitors are informed of these.
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe use and storage of hazardous substances.
- provide suitable first aid facilities to afford help to any employee, student, visitor or member of the public who may have an accident or be taken ill or as a result of our activities.
- provide sufficient funds and resources to meet the requirements of current health and safety legislation.

Signed:	Rin Mottier-Choi (Director of Finance and Operations)
Date:	1 September 2026

Trinity School (hereafter referred to as 'the School'), as part of the John Whitgift Foundation, recognises and accepts its responsibility to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, residents, students, 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, students 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 no 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 students' welfare.

4. Responsibilities

a) 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.

b) 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 **Director of Finance and Operations** and the **Head of Building Services** (who acts as the School's Competent Person).

c) The **Health and Safety Governor** provides independent Health & Safety oversight and views on best practice. **Assurity** act as an external independent advisor and auditor.

d) The School requires all **staff, students and visitors** 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. All near misses, accidents, and issues affecting health or safety should be reported to the Health & Safety mailbox (healthandsafety@trinity.croydon.sch.uk).

e) The **Head of Building Services** (or, in his absence, the **Head of Estates**) manages the Health & Safety mailbox, conducts regular walk rounds, takes action on health and safety and welfare concerns, and maintains records of issues raised and their resolution on the Health & Safety log.

f) **Heads of Department** are responsible for reviewing the risk assessment for their area annually. These are submitted to the **Head of Building Services** for review and saved centrally on Teams. Science, Design Technology and Art **Heads of Departments** are responsible for complying with CLEAPSS and COSHH guidance. The **Sports Club Manager** is responsible for ensuring the swimming pool procedures comply with Swim England guidance. The **Head of Building Services** is responsible for overseeing the compliance with COSHH for all chemicals used by the Grounds, Maintenance and Estates team.

g) **External hirers and contractors** are responsible for undertaking suitable and sufficient risk assessments for their activities and must observe the rules of the School, co-operate in all matters relating to health and safety, and comply with the School's security, fire and emergency procedures. Contractors are expected to provide relevant risk assessments, method statements and evidence of appropriate insurance where required, and to ensure that all staff working on site are competent and suitably trained for the work being undertaken. Hirers must return signed terms and conditions prior to use of the School's facilities, confirming their understanding of and compliance with the School's requirements. The School will monitor

contractor activities as appropriate to ensure that works are carried out safely and in accordance with agreed arrangements

- **Project 2030** - The School is undertaking a programme of redevelopment works through to 2028 as part of Project 2030. Appropriate monitoring and communication arrangements will be maintained between the School and appointed contractors to ensure the safety of staff, students, visitors and others affected by these works

5. Monitoring Arrangements

a) 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 Operational Staff Handbooks (available in All Staff Team > Policies > Staff Handbooks and Information) and in the Foundation's Health and Safety Management System, a copy of which can be found in All Staff Team > General > Health and Safety > Foundation Health and Safety Policy and Management Systems Manual.

b) 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.

c) The School's Fire Risk Assessment is reviewed annually by a competent person and periodically by an external consultant. See Fire Risk Policy (All Staff Team > Policies) for further details on maintenance and testing of equipment and practice of evacuations.

d) 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.

e) External audits are undertaken every two years of health and safety generally or specific areas such as Science and Design Technology. These are carried out by the current H&S auditors **Assurity.**

f) The **Senior Management Team** consider health and safety at their weekly meetings, and 'Health and Safety' is a standing agenda item for **Heads of Department** meetings chaired by the Deputy Head - Academic.

g) The **Health & Safety log** is reviewed monthly at a regular meeting chaired by the Director of Finance and Operations and attended by at least the **Head of Building Services and Head of Estates,** Maintenance and Sports Club. This meeting reports into the Health & Safety Sub-Committee.

h) The **Accident Log** is completed by the School Nurses, reviewed termly by the Director of Finance and Operations and reported to the Health & Safety Sub-Committee. Items requiring Health and Safety follow up are added to the Health & Safety log.

i) The School's **Health and Safety Sub-Committee** meets termly and is chaired by the Director of Finance and Operations and attended by the **Head of Building Service, Head of Estates, Deputy Headmaster, Catering Manager, Enterprise Manager and the School Nurse.** Reports from this committee are made to the **Health & Safety Governor** and the **School Welfare Committee** which reports into the **School Committee.**

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

k) The **Headmaster** and **Chairman of the Trinity School Committee** will conduct termly health and safety site tours.

l) The **Headmaster** reviews the minutes of the termly meeting of the Health and Safety Sub-Committee meeting.

m) This policy is reviewed annually by the Director of Finance and Operations before being approved by the Senior Management Team. Having been approved by SMT, the policy is then scrutinised and approved by the Welfare Committee.

6. Training

a) The School recognises that safety training is essential to safe working practices and procedures. Training will address statutory requirements relevant to work activities. A training matrix is owned by the Director of Finance and Operations team and provided to the Health and Safety Sub-Committee termly.

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

c) First-aid training and minibus driver training is provided to relevant members of staff as required.

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

e) Training in specific areas is given to relevant staff, e.g., Maintenance staff and Grounds staff including working at heights, manual handling, use of PPE.

7. Specific Circumstances

a) **Manual Handling**: A whole school risk assessment on manual handling is saved on Teams. A training video is sent to all new joiners, and additional training is given to high-risk departments (e.g. Site Assistants and Enterprise).

b) **Working alone:** 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.
    - When working alone after 7pm, staff must ensure that they let the Site Assistant on duty know that they are working alone in the building.
    - When working alone during the holidays, staff must ensure that they sign in and out at Reception.

c) **Trips:** Staff organising excursions and trips are required to read the guidance provided in Educational Visits and Trips Policy (available on Teams under All Staff Team > Policies) and to undertake all necessary training as advised by the Educational Visits Co-ordinator/Assistant Head – Co-curricular.

8. 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 the daily operations of the School are 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:	Rin Mottier-Choi (Director of Finance and Operations)
Date of last review:	September 2026
Policy approved by:	Senior Management Team
Date of next review:	September 2027
Governor committee oversight:	Welfare Committee

Appendix 1

Additional Health and Safety Guidance

All policies and procedures are accessible to staff via the All Staff Team.

- Safety Rules for Specific Areas are included in the department risk assessments
- Swimming pool procedures
- CLEAPSS
- First Aid Policy
- Site Security Policy
- Fire Risk Policy
- Foundation Health & Safety Policy and Management Systems Manual
- Risk Assessment Policy
- Emergency Assistance protocol - *Staff Handbooks, Health and Safety Section*
- Emergency plan - *Staff Handbooks, Health and Safety Section*
- Stress Management Policy
- Minibus Policy
- Educational Visits Policy

Appendix 2

<u>Responsibilities</u>

The Headmaster

- oversight of health and safety matters in the school
- liaison with the Court
- 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 Senior Deputy Head

- oversight of fire and emergency evacuation procedures

The Director of Finance and Operations

- chair the Health and Safety Committee
- annual review of the Health & Safety policy
- oversight of the Head of Building Services and Head of Estates responsibilities including the Health & Safety log and reporting of injuries, diseases and dangerous occurrences under RIDDOR regulations.
- receive reports from the Head of Building Services and Head of Estates, Heads of Department, Catering Manager, Sports Club Manager, School Secretaries on any matters for concern

The Head of Building Services and Head of Estates

- safety of premises including maintenance, catering, mechanical and electrical equipment
- security of all premises
- communication of safety matters to employees, health and safety training
- oversight of safety in the following areas: maintenance department, offices, plant rooms
- liaison with Health and Safety Executive, including reporting of injuries, diseases and dangerous occurrences under RIDDOR regulations
- safe practice by contractors working in the school
- display of statutory notices
- accident books
- the fire alarm system, fire procedures and drills
- 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
- minibus safety including maintenance, eligibility to drive
- management of Health & Safety Log including responding to any items raised, assigning action owners and updating the log for actions taken
- safety of porters and maintenance staff
- oversight of regular cleaning by contractors
- waste disposal

School Nurses

- treatment of ill or injured students and reporting of accidents
- advise and report on health matters throughout the school
- weekly presence at home rugby fixtures
- First Aid kits
- accident books

Assistant Head – Co-Curricular (Educational Visits Co-ordinator)

- 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 students, 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
- carry out water temperature checks as required
- carry out daily swimming pool water checks and record findings
- carry out regular back washing of the swimming pool filters.
- ordering of swimming pool chemicals when required.

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.
- emergency lighting checks.

Grounds & Gardens Manager

- 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 students;

c) where relevant to their department, see that all plant, machinery and equipment is adequately guarded and

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) where relevant to their department, ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;

h) proactively report any health and safety incidents, near misses or 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;

j) at all levels, display a positive attitude towards health, safety and welfare in carrying out their duties.