



HOLY TRINITY SCHOOL HEALTH, SAFETY AND WELFARE POLICY

GENERAL POLICY STATEMENT 2018/19



Holy Trinity School places the health, safety and welfare of its pupils, staff and any others who may be affected by its activities to be of at least equal importance to its educational and associated objectives. Therefore it is the policy of the School Governors that all the School's activities will be conducted so that risks to pupils, staff and others are as low as reasonably practicable. This will be achieved by an organisation of persons assigned specified responsibilities for health, safety and welfare; and appropriate and effective arrangements whereby these responsibilities are discharged.

ORGANISATION AND RESPONSIBILITIES (See also HSW Organisation Chart)

Governors

Overall responsibility for health, safety & welfare is that of the governors, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice and allocate necessary resources. The governing body has a named governor with responsibility for health, safety & welfare matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health, safety & welfare, and to ensure that the school regularly reviews and updates its processes and procedures with regard to health, safety & welfare matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA. The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment. Specific responsibilities may be delegated to school personnel. As new projects emerge, the names of any responsible persons will be added accordingly.

Head Teacher

The head teacher is responsible for managing the implementation of the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The head teacher reports to governors periodically on health, safety & welfare issues. The head teacher is responsible for ensuring that arrangements for health, safety and welfare are put into effect, monitored and developed in line with changes in legislation. and experience of implementing the HSW Policy

The arrangements referred to are summarised below in Section C of this Policy and described in further detail in the series of HSW Guidance Notes that support the Policy described in this Document

Staff

All staff must:

- Co-operate with the head teacher and with others as necessary in order to support compliance with HSW requirements.
- Take care for their health, safety and welfare, for that of pupils and for other persons who might be affected by their acts or omissions at work;
- report immediately, or as soon as practicable, any unsafe plant, equipment, practices or conditions
- not misuse anything provided for health and safety purposes;
- report any accident, near miss incident, dangerous occurrence or case of ill health arising at school and co-operate in investigating such accidents or incidents;

Site Staff and Cleaners

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

Volunteer Helpers

Have the same duties as those indicated for Staff

Contractors

Have responsibility to conduct their work in accordance with safe work practices as referenced in the Guidance Document on Contractors.

SUMMARY OF ARRANGEMENTS

Risk Assessment: The School's arrangements for management of health safety and welfare are based on the results of risk assessments. These are carried out in all areas of activity in the School, they are recorded, and reviewed periodically. Risk assessment methodology, risk assessment proformas and sample risk assessments are documented in HSW GN – Risk Assessment

Fire Safety: Fire Safety arrangements include the selection, numbers, locations, inspection and maintenance of firefighting equipment, and evacuation procedures in the event of fire or other emergency. These are based on the Fire Risk Assessment. (See HSW GN Fire Safety **Electricity and Gas:** The safety of electrical and gas equipment is ensured by appropriate selection, use, inspection, testing and maintenance of such equipment.

Hazardous Substances: Hazardous substances present in the school that cannot be eliminated are identified, assessed for their risks to safety and health, registered, and provided with safety data sheets for the information of users. Such substances are procured, stored, transported, used and disposed of in accordance with suppliers' recommendations.

Plant, Equipment and Machinery: Plant, equipment and machinery present in school is assessed for its risk to safety and health and appropriate procedures adopted for its safe use and inspection and maintenance. .

Information and Training: Information on health safety and welfare is provided through the School Statement of HSW Policy and The HSW Manual, The latter is a compilation of HSW Guidance Notes (GNs) that provide guidance on specific HSW matters

Additional information may be provided by external advisers e.g. from the LEA. Any HSW training that may be required for e.g., staff will be provided through appropriate specialists.

Workplace Buildings and Premises Safety: The provision of a safe environment for pupils and staff is ensured by the assessment of risks from buildings and premises and the elimination or effective control of these risks. The following issues are included here Walls, Floors, Ceilings, Windows and Doors; Slips, Trips and Falls; Asbestos, Lighting, Noise and Vibration

Safe Systems of Work: Where risks to safety, health or welfare can arise from the way that certain activities and procedures are performed, then a safe system of work is adopted that ensures effective control of such risks. Safe systems of work can apply for example to Manual Handling, Lone Working, Work at Height and Transport of Pupils.

Accidents: Any accidents are reported and investigated with a view to preventing a recurrence.

First Aid and Medical: First Aid facilities are provided for the immediate treatment of minor injuries only. Any other injuries or cases of ill-health are referred to the appropriate medical services. Other health at work issues, e.g. Stress, are dealt with under the relevant policies.

Personal Protective Equipment (PPE): PPE assessed as being required is provided and must be used correctly.

Contractors: Any contractor including tradesmen self-employed or otherwise are required to conduct any work on the school premises so as not to cause any risks to pupils, staff or others who may be present. **Food:** Food is prepared on the premises in accordance with applicable food hygiene standards

Signed 	Paula Quiddington - Chair of Governors	Date: September 2018
Signed 	Roz Kimani – Head Teacher	Date: September 2018