

TRINITY ACADEMY
Health and Safety Policy

Approved by the Curriculum Committee –Oct 2015
On behalf of the Full Governing Body
Next Review Date –Oct 2016

Trinity Academy

Statement of General Policy on Health and Safety

The Executive Head Teacher and Governors of Trinity Academy, recognise and accept the responsibility to ensure so far as is reasonably practicable, the health and safety of employees, pupils, parents and other visitors to the various academy's that make up Trinity Academy. To meet this responsibility, the Executive Head Teacher and Governors will:

- Comply with all relevant Health and Safety Legislation;
- Adopt and follow all relevant Newcastle City Council Corporate Health and Safety Codes of Practice;
- Adopt and follow all relevant Local Education Authority Health and Safety Codes of Practice and Guidance;
- Follow all relevant Department For Children, Academy's and Families guidance
- Draw advice from City Council Health and Safety Officers to establish suitable and sufficient precautions to ensure the health, safety and welfare of academy employees, pupils and others.
- Review and revise this policy as necessary at regular intervals.
- Ensure that all staff receives sufficient health and safety information, training and supervision to enable them to carry out their activities safely.
- Consult with employees on health and safety matters.

Organisation for Implementing the Policy

In order to implement this policy, Head of School from each of Trinity's sites will work in conjunction with the Executive Head Teacher, Governors, Staff and Health and Safety Officers from the LA to ensure that the policy is carried out. Heads of School across sites will also liaise with the Health & Safety Committee to address any concerns they may have. The Head of School of each site will be responsible for implementing and monitoring this policy and to ensure that arrangements are in place.

Responsibilities and Duties

The prime responsibility for implementing this policy rests with the Executive Head Teacher and Governors. The Executive Head Teacher must ensure that each Head of School fulfils their responsibilities. All employees have a responsibility and must ensure that they take all reasonable steps to prevent accidents and report any Health & Safety related issues without delay. Specifically the Executive Head Teacher and Governors must ensure, through communication with the relevant Head of School that adequate safety arrangements are in place for all Trinity sites.

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

School Health and Safety Representatives

The Governing Body and Executive Head Teacher recognise the role of Health and Safety Representatives who may be appointed. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Health & Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions following approval by the Senior Leadership Team. However representatives are not part of the management structure and do not carry out duties on behalf of the Executive Head Teacher or Governing Body.

Executive Head Teacher to consult with the Education Department's Health, Safety and Welfare Committee as may be appropriate and permit safety representatives to fulfil their functions.

Executive Head Teacher/School Business Manager is Responsible for

- The provision of safe working environment and equipment, ensuring that equipment and facilities are correctly maintained, any reported defect in premises or equipment is rectified without delay and that the equipment is not used until defects have been rectified, take an active role in monitoring health and safety standards ensure periodic monitoring is in place.
- Ensuring that suitable and sufficient Personal Protective Equipment is purchased and training is provided and renewed when necessary to ensure PPE is used appropriately

- Identify equipment in academy that may require periodic inspection by an external agency and arrange such inspection – PAT, Legionella and workshops areas on site.
- That asbestos is controlled and monitored and any work is carried out will follow LEA advice.
- Selecting contractors from the City Council standing list of approved contractors.
- Ensure that the fire precautions provided remain effective, and the required check/test; including fire drills (each term), are carried out at the regular intervals identified in the Fire precautions log book, with records kept.
- Ensure that accident incident and violent incidents are reported promptly to the Education Department, will investigate these occurrences and ensure that accident-reporting systems are in place and are understood by all staff. Ensure that an up to date record of accidents/incidents is kept and that measures are taken to prevent recurrence of any such accident/incident – compliance with LA procedures.
- To receive and respond positively to health and safety issues reported to them by recognised safety representatives. Will communicate Health and Safety policies, procedures and risk assessments to all employees, and those people who are not employees but who could be at risk from academy activities.
- Ensuring that the storage of hazardous substances follows current Control of Substances Hazardous to Health (COSHH) Guidelines. Chemicals used will undergo risk assessment and information will be provided to staff for new substances and processes.
- Ensuring that appropriate first aid kits are kept and maintained by the designated first aider at each academy site and that staff know where such kits are kept and who is the designated first aider.
- Provides instructions in respect to extra curricular activities and or the use of premises after academy hours.

Inspections

Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

- The Facilities Manager has specific responsibilities with regard to safe systems for storing cleaning materials and chemicals and for cleaning and maintenance of buildings and fittings, Ladders, Stepladders and Access equipment is also the responsibility of the Facilities Supervisor, they follow Corporate Guidance and carry out regular periodic checks to ensure the access equipment is safe to use.

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.

Dissemination of Responsibilities and Duties

Appendix 1 Trinity Health & Safety Organisation Chart

Educational Visits

The Duties of External Visits Coordinators (EVC)

The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.

In addition to the above, the Executive Head Teacher and Governors recognise and accept the responsibility to safeguard the pupils' welfare while in the academy and while out on academy trips. To meet this responsibility, the Executive Head Teacher and Governors will:

- Ensure that all staff have the appropriate police clearance;
- Ensure that any external visits are properly planned and that risk assessments for all activities and locations are carried out;
- Ensure that DFE,LA and Trinity guidelines for educational visits and academy journeys are followed at all times;
- Ensure that an effective security system is operational in the academy and visitors are monitored;

Work Placements Arrangements

In addition to LA guidance and procedures Trinity Academics will comply with the following guidance and standards:

Newcastle Area Child Protection Council guidance (2000)

Health Help (*a file covering the type and symptoms of communicable diseases and conditions, published and maintained by Newcastle City Council*)

Dealing with Troublemakers (*DfES/Home Office 1997*)

Supporting Pupils with Medical Needs (*DfES/DoH 1996*)

Health and Safety of Pupils on Educational Visits (*DfES 1998*)

Guidance on Managing Medicines in Academy's and Early Years Settings
(*DfES March 2005*)

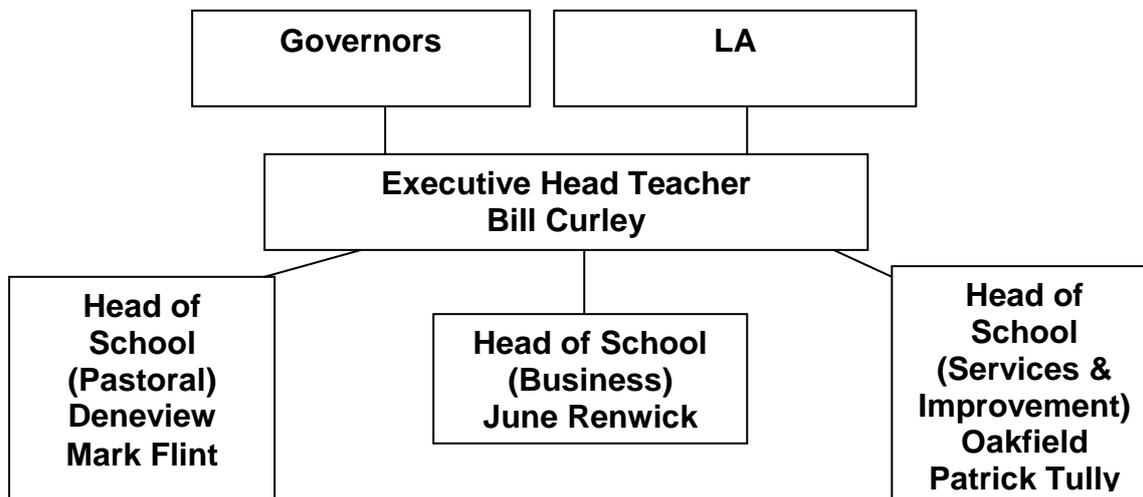
Health and Safety on Work Experience (HSE 2000)

Learning Skills Council Guidance for Work Experience

Signed on behalf of the Governing Body:

Ann Calder (Chairperson of the Governing Body)

Date: 15.10.2015



Dissemination of Responsibilities & Duties

School Business Manager – Ruth Conlon

H & S, Building & Equipment Repairs & Maintenance, Contractors, Asbestos, Legionella, PAT, Fire Precautions.

Responsibility for Safeguarding – Michelle Higgins

Site Facilities Manager — Sid Renwick

Cleaning & Maintenance Buildings, Storage Chemicals & Cleaning Equipment, Ladders, Stepladders, lampposts Signs Flagpoles, Fire Precautions.

Upper Academy

Lorna Hendry	Asst Head
Steve Langley	PE
Dawn Tweddell	Work related learning

Lower Academy

Sarah Northey	Asst Head
Sharron Hodgson	Literacy
Michelle Robinson	Science
Bryn Taylor	Maths & Curriculum

EV Co-ordinator - K McLaughlin

First Aiders: B. Clyde (Deneview)
S. McRae (Oak) J. Horsburgh (Oak) L Caulker (Oak)
B. Crawford (Oak)

Fire Warden: **Oakfield** -P. Tully, L. McNally, R. Conlon, S. Renwick, P.Collins, V Smith
Deneview -M. Flint, S. Hodgson

Health & Safety Committee

Ruth Conlon	School Business Manager
Kieran McLaughlin	Solutions
Sid Renwick	Site Facilities Manager
Andrew Butler	On Tracc
Janet Horsburgh	Pastoral Officer (Oakfield)
David Jacques	Pastoral Officer (Deneview)
Kevin Illingworth	Solutions
Karl Elliot	Solutions