

## **REVISED HEALTH AND SAFETY POLICY**

### **AIM/PURPOSE**

The aim of the policy is to ensure that all staff, students and visitors are able to work in a safe and secure environment, and to establish a structure in which any hazards or risks are identified, minimised and reported to the Health and Safety Officer; the Site Manager.

### **GENERAL PRINCIPLES**

Although the school will be pro-active in risk assessment and carrying out day to day repairs as soon as possible, it is the responsibility of all staff on site, be they teaching, support, clerical or technical, to ensure safe working practices for themselves, other adults and students, and to accept some responsibility (dependent on their role and position) for health and safety in the school. Also, to report any concerns or hazards immediately.

### **HEALTH AND SAFETY AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL**

1. First Aid and equipment. First Aid is dealt with by Student Services who will respond to accidents and contact home where appropriate.
2. Fire Safety. A fire evacuation procedure is published separately and, during the working year, there will be a number of planned whole school evacuations,
3. COSHH. Staff are supplied with relevant information through circulars, e-mails and notice board announcements, and additional subject information can be found in the departments of design technology and science particularly.
4. All mandatory testing is carried out according to regulations.
5. Cleanliness of the site and premises. The school directly employs cleaners and works with a cleaning organisation to supplement a full team of cleaners who can maintain a clean indoor environment. Toilets are cleaned at regular intervals during the working day. Outside cleaning is the responsibility of the site team.
6. Site Security. All students and staff must wear their personal identification. Visitors to the school must report immediately to school reception where their visit or enquiry can be dealt with. The school operates an intruder alarm system, evening illumination, perimeter fencing and a CCTV surveillance system.
7. Repairs and Maintenance. This is the responsibility of the Site Team; the Site Manager and his Assistants. Individual staff should report defects using the 'Helpdesk' facility and these will be prioritised and resolved by the Site Staff. The Site Manager meets regularly with the Head in order to monitor work and plan longer scale priorities for the development of the site.

### **MONITORING AND EVALUATION**

This will be carried out at the Head/Site Manager meetings, and discussed at meetings of the Governors' Premises Committee. The policy will be reviewed by the Premises Committee and ratified by the Full Governing Body.